

***“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 20th May 2021 at 7pm**

**MEMBERS**

**FOUNDATION GOVERNORS STAFF GOVERNORS**

\*Seamus McKenna (Chair) (SM) \*Barbara Costa (Executive HT) (BC)

\*Christine Fleming (Vice Chair) (CF) \*Nikki Dias (ND)

\*Fr. John Dermody (JD)

\*Gerry Costello (GC) **PARENT GOVERNORS**

^Marie Forkan (MF) \*Nick O’Donnell (NO’D)

\*Jane Goring (JG)

\*Fiona Kerin (FK) \*Halina Gibson (HG)

**LA GOVERNOR**

**Also in attendance** \*Liz Cormack (LC)

\*Helen Holloway - Clerk

\*James Troy – Head of School

\*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.

1. **APOLOGIES FOR ABSENCE**

2.1 Apologies for absence received from MF. The meeting was quorate.

1. **LATE ITEMS AND ORDER OF BUSINESS**

3.1 There were not late items or change to order of business.

**DECLARATIONS OF BUSINESS INTERESTS**

3.2 There were no declarations made.

1. **GB MEMBERSHIP**
   1. GC has been re-appointed by the DoW as a foundation

Governor with effect from 01/03/2021 to 30/08/2024.

* 1. MF will be stepping down from Foundation Governor role at the

end of the academic year due to increase work pressures and travel.

* 1. The Chair of Governors reminded the GB he will be stepping down at the

end of the academic year and all governors were asked to consider succession planning with a view to appointing a new Chair of Governors at the next GB meeting in July 2021. **ACTION: GB**

* 1. The Clerk will inform the Diocese of Westminster there will be two

foundation governor vacancies going forward into the next academic year.

**ACTION: CLERK**

* 1. JG recommended and agreed to review Inspiring Governance to see if

there are any governors who would be able to fill the foundation governor vacancies. **ACTION: JG**

* 1. Fr JD has moved from the Wellbeing Committee to the RE committee.

SM has moved from the RE Committee to Wellbeing Committee. The clerk will update the committee membership on Governor Hub. Clerk’s note: Post meeting the committee membership on GH was updated.

1. **MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING**

5.1 The Minutes of the GB meeting held on 4th March 2021 were **APPROVED** as an accurate record and the minutes will be signed by the Chair in due course. **ACTION: CoG**

**MATTERS ARISING FROM GB MEETING HELD ON 4th March 2021 AND NOT COVERED ON THE AGENDA**

|  |  |  |
| --- | --- | --- |
| 5.2 | CoG to sign GB approved minutes of   * 18th May 2020 * 8th June 2020 * 1st July 2020 * 22nd September 2020 * 12th November 2020 * 28th January 2021 * 4th March 2021 | CoG |
| 5.3 | Minute ref. 5.4 A date for the H&S Audit will be scheduled for the summer term – GB to be notified of date at next GB Meeting in May 20201. | NoD / EHT  Health and Safety Audit COMPLETE. |
| 5.4 | Minute ref: 5.5 A date for the school Fire Drill will be scheduled for thesummer term – GB to be notified of date at the next GB meeting. | EHT / HoS  Date tba |
| 5.5 | (Minute ref: 8.3) FK agreed to replicate a similar policy review schedule for St Theresa’s and will liaise with the Chair of each committee. HG and LC offered to support FK in compiling the school’s policy review schedule. | FK / HG / LC – ongoing review |
| 5.6 | (Minute ref 14.1) Each committee was invited to provide a brief synopsis of the work of their committee which will be published on the school website. The Chair of the Committee will email the publicity for the website to the HoS. | Chair of Committees - COMPLETE |
| 5.7 | (Minute ref 14.2) It was confirmed the part 1 GB statutory minutes can be published on the school website. The Clerk agreed to forward the part 1 GB minutes to the Head of School for publication. | Clerk - COMPLETE |

1. **EXECUTIVE HEADTEACHER’S (EHT) REPORT**

6.1 The EHT tabled the EHT report during the meeting which was shared online with the GB.

* 1. The following was highlighted from the shared guidance:

6.2.1 PUPIL ROLL:

* + - There are 177 pupils on roll: 85 boys and 92 girls. There are 5 extra pupils starting next week.
    - There are 20 pupils on SEND register.
    - There is 1 LAC; 8 pupils with EHCP ; 90 EAL pupils
    - There are 6 persistent absentees and this is being followed up by the School.
    - There are 18 pupil admissions to Reception for September 2021.

6.2.2 DATA Headlines

* + - The Achievement and Curriculum Committee reviewed the impact of interventions for Year 1 and Year 2 pupils and it was noted there is an improvement in the combined Reading, Writing and Maths score for year 2 pupils.
    - Generally, children that were working towards Age Related Expectations appear to have dropped below this category.
    - The Head of School reported there is not a massive difference between PPG and non-PPG pupils in their achievement. All PPG children in year 1 are not working at ARE. 8 out of 30 Year 1 pupils are entitled to PPG.
    - There has been a huge amount of lost learning for the Reception class due to the pandemic and the class teacher been on sickness absence in the autumn term.

6.2.3 There have been no MASH referrals.

6.2.4 The school took part in the NSPCC “Speak out, Stay Safe” assembly on 17th May.

6.2.5 An online safety assembly is to be organised for the pupils.

6.2.6 PREMISES update

Awaiting response to the proposed EYFS project to smarten up the outdoors area which are looking tired. There is a small sum of £45k donated from the parents for the project. The Finance Committee have reviewed and agreed the project and commended it to the GB. The GB **APPROVED** the project so the tendering process for the works can commence.

* + 1. Catholic Life of the School

The following events have taken place:

* CAFOD Lent appeal
* Reconciliation for whole school before Easter
* Stations of the Cross assembly
* Ascension Day Mass (Thursday 13th May) celebrated by Fr. John Dermody
* Wednesday word – currently free to school and linked to the school newsletter.
* Year 6 Leavers’ Mass will be going ahead – date to be agreed with Fr. John Dermody.

6.2.8 The following school events have taken place in summer term 1:

* Wellbeing assemblies
* Young carers
* Red Nose day
* NSPCC number day
* Big Pedal (ride to school event using scooters / bikes)
* Reading Challenge (summer term)

There were no questions

**7. BUDGET UPDATE**

* 1. Year End 31st March 2021

At year End 31st March 2021 there was a carry forward of £37,281.

* 1. Budget Forecast 2021-2022

7.2.1 The School has set a deficit budget for 2021-2022 with an in-year deficit of £130k. This is partly due to the reduction in pupil numbers resulting in reduced income and the increasing staffing costs and other rising costs to run the school, along with the additional COVID expenditure.

7.2.2 Any school presenting a deficit budget is required to also produce a three year budget recovery plan. A second budget plan was also presented showing full pupils numbers which still resulted in a deficit budget going forward.

7.2.3 It is not possible to produce a three year recovery plan and further guidance is being sought from the local authority. The situation will be escalated to the director of Education and a consultant should be assigned to work with the school. A second budget plan was also presented showing full pupils numbers which still resulted in a deficit budget going forward.

**The GB APPROVED the Deficit Budget for 2021-2022**

7.2.4 During the discussion on the budget deficit a proposal was made to consider using the school website and distribute fliers to the wider community to highlight the financial difficulties the school is facing asking for donations and fund raising ideas. NoD and HG agreed to speak with the Friends of St Theresa’s about this. **ACTION: NoD / HG**

SFVS

7.2.5 The SFVS 2021 was reviewed by the Finance Committee and circulated to the GB via Governor Hub. There were no questions. The EHT reported the financial procedures in the school are robust and the school has been unable to set a balanced budget which is highlighted in the SFVS report. The benchmarking exercise indicates the school expenditure is not significantly higher than other similar sized schools.

The GB **APPROVED** the SFVS 2021.

1. **COMMITTEES**
   1. Terms of Reference

The GB agreed the terms of reference for

* RE and Spiritual Life Committee
* Wellbeing Committee
* Curriculum and Achievement Committee
  1. RE And Spiritual Life

The Chair of the Committee (CF) reported. A meeting took place on 12th May 2021. The minutes of the previous meeting held on 10th March 2021 were circulated on Governor Hub for the GB. Highlights from the recent meeting held on 12th May 2021 included:

* Committee Terms of Reference approved
* Appointment of temporary RE lead (job share) until end summer 2021
* The school is adopting the Margaret Carswell RE syllabus
* DoW revised inspection framework has been put back until January 2022; in the interim the DoW will be running pilots with 20 schools across the country.
* RE data highlights some learning gaps
* Moderation will be taking place in summer term 2
* SEF currently being worked by RE leaders.
  1. Finance and Resources Committee

The Chair of Finance and Resources Committee (Fr. JD) reported.

The Committee reviewed the following:

* Year End figures;
* Budget Forecast 2021-2022;
* Benchmarking and SFVS;
* Review of financial Policies which were commended to the GB for ratification. *(See Item 8: Policies for review)*
  1. Wellbeing Committee

7.4.1 The Chair of the Wellbeing Committee reported (LC). Meeting took place on 26th April 2021 and the minutes were circulated on Governor Hub to the GB. The Committee reviewed:

* School data
* Pupils’ Attendance
* SEND

7.4.2 The Chair of Wellbeing Committee proposed the Safeguarding and Health and Safety governor leads are members of the WB committee next academic year. **ACTION: Clerk / agenda item Autumn term 1**

7.5 Curriculum and Achievement Committee

7.5.1 The committee meeting took place on 11th May 2021 and the minutes were circulated on Governor Hub to the GB. The Chair reported on the areas of focus in the meeting:

* Terms of Reference compiled and approved by the Committee
* Analysis of how the school is performing in the absence of data
* Baseline data discussed
* Next meeting the Committee will review the outcome of the spring term assessments

7.6 Admissions Committee

No items to report.

7.7 Pay Committee

No items to report.

1. **POLICIES FOR REVIEW**

8.1 The following policies were reviewed by the Finance and Resources committee and commended to the GB.

The GB **APPROVED:**

* Anti-Fraud and Corruption Policy
* Charging Policy
* Critical Incidents Policy
* Debit Card Policy
* Debt Recovery Policy
* Governors’ Allowances Policy

1. **CHAIR’S ITEMS**
   1. The Chair presented the draft Terms of Reference for CAT Committee ahead of the meeting for the GB to review. The GB **APPROVED** the Terms of Reference for the CAT Committee.
   2. The chair appealed for 3 to 5 members of the GB to volunteer to join the CAT Committee. It was recommended the CAT Committee governors at Our Lady Of Lourdes Primary School meet with St Theresa’s CAT Committee governors to prevent duplicate meetings for the EHT to attend.

The GB **AGREED** for a joint CAT Committee between the two schools in the partnership.

* 1. Volunteers for the CAT Committee with the EHT are: Nikki Dias;

Jane Goring,

Liz Cormack.

* 1. The Chair proposed the GB return to face-to-face GB meetings in summer term 2 if the government guidance on social distancing changes on 21st June 2021. The Clerk advised across other neighbouring boroughs the GB’s appear to be adopting a blended approach to GB and Committee meetings going forward. Further guidance about GB meetings is due to be released. Committee Chairs were advised to receive feedback from their members about their preference for online or face to face meetings.

The GB **AGREED** to have a face-to-face GB Meeting in July if the government guidance to be released in June 2021 changes.

* 1. There was a discussion about the use of LGFL email, Governor Hub and other email accounts. The Clerk recommended best practise and to ensure security of all governors’ correspondence LGFL emails should be used by all governors. It was agreed the use of emails is also required alongside Governor Hub and all governors should be suing an LGFL email address.

It was **AGREED** the Clerk will present a short demo / training at the next GB to assist governors navigating around Governor Hub.

**ACTION: CLERK**

* 1. A proposal was made to go ahead with a staff governor social at the end of the summer term. This would be subject to the government guidance on social distancing not changing.
  2. The Chair attended an online DOW meeting earlier today. It was noted Mike Pittendreigh will be retiring from the DOW in summer 2021. The Chair, on behalf of the GB, will write to MP to thank him for his service to St Theresa’s and Our Lady of Lourdes.
  3. It was recommended the SLT identify and prepare a log of good points from COVID to share with the GB at the next meeting.

**ACTION: EHT/ HoS - Clerk / agenda item**

* 1. The Chair reported Barnet LA has requested GB’s conduct an annual governance review. However, the standard review form takes no account of the COVID pandemic. It was agreed to include this as an agenda item for the next GB meeting;

**ACTION: Clerk / agenda item**

**10. PARTNERSHIP AGREEMENT**

The Chair reported Our Lady of Lourdes has not appointed a replacement link governor for the review of the partnership agreement.

**11. SAFEGUARDING**

11.1 The Safeguarding link governor (JG) distributed a written safeguarding report to the GB via Governor Hub ahead of the meeting. There were no concerns.

11.2 There are few DBS staff checks dating back to 2013 and it was agreed to

commence a programme of renewal of DBS checks for staff.

11.3 All governors have completed their safeguarding training for 2020-2021.

The Safeguarding Audit has been completed by the local authority.

11.4 There are no safeguarding pupil incidents to report.

11.5 The Safeguarding Plan for the next year was also shared via Governor Hub with the GB.

There were no questions.

12. **MARKETING THE SCHOOL**

12.1 The noticeboard outside the school has been sponsored by Winkworth estate agents.

12.2 New school signs, funded by the PSA have been installed.

12.3 Publicity for the school was discussed in light of the recent BBC2 programme which profiled St Theresa’s school with a former pupil. It was proposed the BBC2 press release for the programme is put on the Diocesan website to promote the school. A suggestion was also made to put the press release link on the Westminster Record online.

12.4 It was noted the School’s email address on the Diocese of Westminster website is incorrect. JG to liaise with the DoW to correct. **ACTION: JG**

**13. FUTURE GB MEETING DATES FOR 2020-2021**

SUMMER TERM 2021 Thursday 8th July @ 7pm

The clerk requested a change of meeting date due to clash of dates on work commitments. Post meeting it was agreed to move the GB meeting to

**Tuesday 13th July 2021 at 7pm**

14. **ANY OTHER BUSINESS**

*Part 1 meeting ended at 21.07 hours.*

*Part 2 meeting follows. .*

*Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Chair of Governors*

**SUMMARY OF AGREED ACTIONS - GB MEETING 20TH MAY 2021**

|  |  |  |
| --- | --- | --- |
| Minute ref. | Action | By Whom |
|  | CoG to sign GB approved minutes of   * 18th May 2020 * 8th June 2020 * 1st July 2020 * 22nd September 2020 * 12th November 2020 * 28th January 2021 * 4th March 2021 | CoG |
| 4.3 | All governors to consider succession planning with a view to appointing a new Chair of Governors at the next GB meeting in July 2021. | GB |
| 4.4 | The Clerk to inform the Diocese of Westminster of two foundation governor vacancies going forward into the next academic year. | CLERK |
| 4.5 | JG to review Inspiring Governance to see if there are any governors to fill the vacancies. | JG |
| 5.4 | A date for the school Fire Drill will be scheduled for thesummer term. | EHT / HoS |
| 5.5 | FK, HG and LC to continue compiling a School’s policy review schedule. | FK / HG / LC – ongoing review |
| 7.2.4 | Proposal to consider using the school website and distribute fliers to the wider community to highlight the financial difficulties the school is facing asking for donations and fund raising ideas. | NoD / HG |
| 7.4.2 | The Chair of Wellbeing Committee proposed the Safeguarding and Health and Safety governor leads are members of the WB committee next academic year. | Clerk /  agenda item Autumn Term 1 |
| 9.5 | Clerk will present a short demo / training at the next GB to assist governors navigating around Governor Hub. | Clerk |
| 9.8 | It was recommended the SLT identify and prepare a log of good points from COVID to share with the GB at the next meeting. | EHT / HoS  Clerk / agenda item |
| 9.9 | Barnet LA has requested GB’s conduct an annual governance review. Include this as an agenda item for the next GB meeting; | Clerk / agenda item |
| 12.4 | It was noted the School’s email address on the Diocese of Westminster website is incorrect. JG to liaise with the DoW to correct. | JG |

**APPENDIX 1**



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**TERMS OF REFERENCE**

**ST THERESA’S CATHOLIC ACADEMY TRUST PROPOSAL –**

**GOVERNOR SUB-COMMITTEE**

**Brief:**

The committee is established to investigate and report on the benefits and drawbacks of the school becoming a member of a Catholic Academy Trust (CAT). It is envisaged that this would include a recommendation as to whether to proceed in that direction and, if appropriate, initial thoughts on how the project might be carried forward.

In undertaking this role, the committee may wish to consider:

* the legal, organisational and operational differences between maintained schools and academies
* the relative merits and drawbacks of academies and maintained schools with respect to: educational achievement, financial sustainability, cost effectiveness, pupil and staff recruitment, leadership development and stakeholder engagement
* the local context: including our existing school partnership and local authority links; and the appetite for academisation amongst our Catholic family of schools
* the process and costs of conversion

To further their work, the committee may wish to draw on a range of published evidence as well as the views and experiences of existing primary academies and maintained schools; diocesan, local authority and stakeholder perspectives may also be sought.

**Membership:**

Working in partnership - A joint committee with St Theresa’s in order to promote discussion/debate and to rationalise the demands on the Executive Headteacher. This would give a committee size of between 5 and 9 members, including the Executive Headteacher.

Despite working as a joint committee, each school would receive a separate recommendation based on the input of their members alone.

**Time-span:**

The committee will report late in the autumn term 2021 or early in the spring term 2022.

Agreed by the GB on 20th May 2021