

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

**MINUTES OF THE GB MEETING HELD**

**ON**

**THURSDAY 16TH SEPTEMBER 2021 at 7PM**

**AT ST THERESA’S SCHOOL**

**MEMBERS**

**FOUNDATION GOVERNORS (7) STAFF GOVERNORS (2)**

\*Fiona Kerin (FK) ***Chair*** \*Barbara Costa (Executive HT) (BC)

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

\*Fr. John Dermody (JD)

^Gerry Costello (GC)

\*Jane Goring (JG)

2 vacancies **PARENT GOVERNORS**

\*Nick O’Donnell (NO’D)

**LA GOVERNOR** \*Halina Gibson (HG)

\*Liz Cormack (LC) ***Vice Chair***

**Also in attendance**

\*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 meeting.

1. **APOLOGIES FOR ABSENCE**

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

1. **LATE ITEMS AND ORDER OF BUSINESS**
   1. There were not late items or change to the order of business.
2. **REGISTER OF BUSINESS INTERESTS**

4.1 All Governors to sign the Register of Interests Form or sign the Declarations on Governor Hub. The Clerk agreed to send out guidance to all governors on how to sign the declarations on Governor Hub.

**ACTION: Clerk / GB**

4.2 The Chair reminded all Committee Chairs to ensure any changes to pecuniary interests is a standing item on all committee agendas.

**ACTION: Committee Chairs**

1. **KEEPING CHILDREN SAFE IN EDUCATION**

*5.1* All governors were reminded of their statutory responsibility to declare they have read KCSIE policy. Declarations to be made via Governor Hub. **ACTION: GB**

1. **GOVERNORS’ CODE OF CONDUCT / AUP**

6.1 The Governors Code of Conduct was circulated to the GB via Governor Hub ahead of the meeting. All Governors **AGREED** to adopt the Governors’ Code of Conduct for 2021-2022

6.2 The Acceptable User Policy (AUP) was circulated to the GB via Governor Hub. Al governors **AGREED and SIGNED** a copy of the AUP at the GB meeting.

1. **ELECTION OF VICE CHAIR AND AGREE TERM OF OFFICE**

7.1 Liz Cormack was nominated and seconded as Vice Chair of the Governing Board for a term of one year.

1. **GB MEMBERSHIP**

8.1 The Instrument of Government (IOG) was circulated on Governor Hub to GB for information.

8.2 There are two foundation governor vacancies. The GB agreed it would be useful to conduct a skills audit to identify skills gaps across the GB, and to support the recruitment of future governors. **ACTION: Chair / Clerk**

1. **COMMITTEES** 
   1. The GB AGREED the **Committee membership** and **Chairs for 2021-2022**

**RE and Spiritual Life Committee Chair:** Christine Fleming

Fiona Kerin

Gerry Costello

**Finance and Resources Committee Chair:** Fr. John Dermody

Nick O’Donnell

Barbara Costa

Fiona Kerin

**Wellbeing Committee Chair:** Liz Cormack

Nikki Dias

Fr. John Dermody

Jane Goring

Gerry Costello

Halina Gibson

**Curriculum and Achievement Committee Chair:** Nick O’Donnell

Nikki Dias

Christine Fleming

Liz Cormack

Halina Gibson

**Admissions Committee Chair:** Gerry Costello

Fiona Kerin

Barbara Costa

**Pay and Performance Management** Fiona Kerin

Jane Goring

Christine Fleming

**Catholic Academy Trust Committee** Jane Goring

Nikki Dias

Liz Cormack

(The GB agreed the CAT Committee will be a joint Committee between the two schools in the partnership – see GB Minutes 20.05.2021)

9.2 **COMMITTEE TERMS OF REFERENCE**

All chairs were reminded the Committee Terms of Reference need to be reviewed and approved at the next committee meeting and presented at the next GB meeting to be ratified by the GB. **ACTION: Committee Chair**

1. **APPOINT KEY LINK GOVERNORS**

The GB **AGREED** the following link governor responsibilities for 2021-2022:

* **Safeguarding Link Governor** - Jane Goring
* **SEND Link Governor**: A role profile for SEND link governor was shared on Governor Hub ahead of the meeting. It was agreed the Wellbeing Committee will explore this role at the next Committee Meeting.

**ACTION: WB Committee**

* **Health and Safety Link Governor** – Nick O’Donnell

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

11.1 The GB **APPROVED** the minutes of the previous meeting held 13th July 2021 as an accurate record. The Chair signed the minutes at the meeting and they were left with the EHT at the school for filing.

**Matters Arising from the previous meeting not on the agenda:**

|  |  |  |
| --- | --- | --- |
| 11.2 | CoG / Clerk to sign GB approved minutes of online meetings on Governor Hub   * 18th May 2020; * 8th June 2020 * 1st July 2020 * 22nd September 2020 * 12th November 2020 * 28th January 2021 * 4th March 2021 * 20th May 2021 | **COMPLETE BY CLERK**  *Noted: All minutes listed opposite were approved verbally by the GB at online meetings.* |
| 11.3 | (Minute ref 5.7) 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  **ACTION:**  **Carry Forward** |
| 11.4 | (Minute ref 5.9) Clerk to present a short training session on Governor Hub to Governors. | GB agreed this was not needed.  Clerk agreed to offer 1-to-1 support to Governors using Governor Hub as required. |
| 11.5 | (Minute ref 7.3.2) The HoS agreed to compile a list of interventions used at the school for the Governors. | HoS  **ACTION: Carry Forward** |
| 11.6 | (Minute ref 13.2) Each Committee set their own dates for the year ahead at the first committee meeting | Chairs of Committees  **COMPLETE**  Agreed all Chairs to send committee dates to the Clerk to post on Governor Hub |

1. **Executive HEAD TEACHER VERBAL REPORT**

The EHT gave a verbal report at the meeting.

12.1 **RE Life of the School** The school is expected to be called for a Section 48 inspection this academic year. Caroline O’Brien is the RE subject lead with effect from September 2021. The RE subject lead will team teach with two classes at a time starting with Years 1 and 3 for the autumn term.

12.2 The School celebrated the beginning of the new academic year Mass in school with Fr John on Monday.

12.3 The Diocesan Advisor (Tony Gorton) visited the school today to review the classrooms, and SEF.

12.4 Governors from the RE Committee are to visit the school next Wednesday to look at class books. Members of the RE Committee are also invited to an online meeting with Margaret Carswell in October – date to be announced.

12.5 **Quality of Education**

The Head of School (HoS) reported the school is now able to offer extended opportunities as the school has fully re-opened following the national lock down which include:

* MFL (French) is being taught in KS2,
* Whole school online safety in ICT is a focus;
* the school has purchased a music scheme which will be rolled out to the whole school
* Year 3 children are participating in the music project run by Barnet local authority learning the ukulele.
* Non Stop action are offering a morning (before school) sports activity on Thursday mornings
* Each class will be taught by a dance specialist in preparation to participate in the Barnet Dance Festival.
* Years 3,4,5 and 6 are receiving coaching sessions from Middlesex Cricket

12.6 It was noted there is no Music or ICT subject lead appointed.

12.7 All classes have held a group meeting with the parents of their pupils to discuss the curriculum for the academic year.

12.8 Staff face to face meetings with the parents are planned to discuss Phonics, Year 2 SATS, and Residential trips.

12.9 **Behaviour and Attitudes**

* + The EHT reported excellent behaviour from the children
  + The NSPCC PANTS assembly took place for the whole school at the beginning of the academic year.
  + Worry boxes has been set up in each classroom
  + A pupil survey is planned for the autumn term.

12.10 **Safeguarding**

* + The Safeguarding link governor (JG) will be visiting the school – date to be agreed.
  + All governors have completed Level 1 Safeguarding training and training records updated.

12.11 **Leadership and Management of subjects**

There is one staff member currently on sick leave and the Head of School is teaching in class (part-time) for the next two weeks. The supply cover budget is already in deficit; however the situation will be reviewed again in two weeks’ time.

It was noted 5 children have been lost off roll over the summer holidays. In response to a query about why they had left it was confirmed the families were moving out of the area.

12.12 **Building and Learning Environment**

Works during the summer holidays included:

* school corridors were decorated
* Early Years areas partly tarmacked. The next phase of the works is replacement of the canopy and completion of the tarmacking. The final phase is replacement of the equipment.

12.13 **Self-Evaluation Form (SEF) / School Improvement Plan (SIP)**

* + The EHT will email the SEF to the GB.
  + The SIP is currently being updated and will be circulated to the GB in due course.

**ACTION: EHT**

**13 COMMITTEE REPORTS**

The following reports received from each committee:

**13.1 RE and Spiritual Life Committee**

13.1.1The Chair (CF) reported: The Committee met on 9th September 2021 and the minutes were circulated on Governor Hub ahead of the meeting The headlines from the meeting:

* - RE Inspection discussed
* - RE policy reviewed and approved and commended to the GB
* - Review of RE data – will be circulated to the GB for review at the next committee meeting on 18th Oct
* - Governors (CF and FK) to visit the school and review RE lessons and meet with some pupils.

**13.2 Finance and Resources Committee**

13.2.1 The Chair (JD) reported. A deficit budget has been submitted to the local authority and Barnet responded requested a 3-year budget plan to show recovery despite the school already indicating to Barnet this is not a possible scenario.

13.2.2 The Early Years premises works are being funded by the Governors’ Fund.

**13.3 Wellbeing Committee**

The Chair (LC) reported the committee will be meeting on 12th October 2021.

**13.4 Curriculum and Achievement Committee**

13.4.1The Chair (NoD) reported. The Committee met on 7th September 2021 and the minutes of the meeting were circulated on Governor Hub. The committee discussed:

- Lost learning / the gaps as a result of school closure during the lock down. The

Committee will review the school data at the next meeting in autumn 2.

- Subject leads in the school and vacancies

- Number of pupils on roll

- Marketing the school

14. **POLICIES FOR APPROVAL**

14.1 The policies listed below were reviewed in their relevant committees and commended to the GB.

* [The Child Protection and Safeguarding Policy](https://app.governorhub.com/g/sttheresa'srcschool/docs/61264674d7eaf10023b4ef02)
* [The Staff Code of Conduct](https://app.governorhub.com/g/sttheresa'srcschool/docs/61264674e9defb0024ac7d2a)
* [The Online Safety Policy](https://app.governorhub.com/g/sttheresa'srcschool/docs/6126467446b9550024c3f3ff)
* [Pay Policy Sept 2021](https://app.governorhub.com/g/sttheresa'srcschool/docs/61366a6cb2410300244c415c)
* RE Policy

The GB **APPROVED** all of the above policies

14.2 The GB discussed and agreed the procedures for managing the schedule of the policies to be reviewed and document version control. The policy schedule will be managed by HG and details of the agreed procedures will be circulated to the GB on Governor Hub.

**ACTION: HG**

1. **CHAIR’S ITEMS**

**15.1** Governors were remindedLGFL emails should be used for correspondence between the members of the Governing Board rather than using Governor Hub noticeboard. Governor Hub notice board is best used for collective notices for all members of the GB.

15.2 Post meeting the EHT emailed a list of all LGFL email addresses for members of the GB to the GB.

1. **PARTNESHIP AGREEMENT**

No governor has been appointed at OLOL for the partnership review; OLOL GB are meeting on 17th September 2021.

1. **SAFEGUARDING**

The EHT reported there were no incidents of any Bullying, Racist or Homophobic since the last meeting.

1. **CORRESPONDENCE**

See item – 13.2 Finance Committee Report - response from Barnet Local authority.

1. **FUTURE GB MEETINGS 2021-2022**

AUTUMN TERM

Thursday 11th November 2021 @ 7pm

SPRING TERM

Thursday 27th January 2022 @ 7pm

**Monday** 14th March 2022 @ 7pm

SUMMER TERM

**Tuesday** 17th May 2022 @ 7pm

Thursday 14 July 2022 @ 7pm

1. **ANY OTHER BUSINESS**

No items to report.

*Part 1 meeting ended at 8.30pm.*

*Part 2 meeting follows. .*

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

*Chair of Governors*

**SUMMARY OF AGREED ACTIONS –**

**GB MEETING 16TH SEPTEMBER 2021**

|  |  |  |
| --- | --- | --- |
| Minute ref. | Action | By Whom |
| 4.1 | 4.1 All Governors to sign the Register of Interests Form or sign the Declarations on Governor Hub. The Clerk agreed to send out guidance to all governors on how to sign the declarations on Governor Hub. | Clerk / GB |
| 4.2 | Committee Chairs to include Changes to Pecuniary Interests as a standing item on all agendas | Committee Chairs |
| 5.1 | All governors were reminded of their statutory responsibility to declare they have read KCSIE policy. Declarations to be made via Governor Hub. | GB |
| 8.2 | There are two foundation governor vacancies. The GB agreed it would be useful to conduct a skills audit to identify skills gaps across the GB, and to support the recruitment of future governors. | Chair / Clerk |
| 9.2 | All chairs were reminded the **Committee Terms of Reference** need to be reviewed and approved at the next committee meeting and presented at the next GB meeting to be ratified by the GB. | Committee Chair |
| 10 | A role profile for SEND link governor was shared on Governor Hub ahead of the meeting. It was agreed the Wellbeing Committee will explore this role at the next Committee Meeting. | WB Committee |
| 11.3 | 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 |
| 11.5 | The HoS agreed to compile a list of interventions used at the school for the Governors. | HoS |
| 12.13 | The EHT will email the SEF to the GB. | EHT |
| 14.2 | The policy schedule will be managed by HG and details of the agreed procedures will be circulated to the GB on Governor Hub. | HG |