



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

**MINUTES OF THE GB MEETING HELD  
ON  
TUESDAY 25<sup>th</sup> JANUARY 2022 at 7PM  
AT ST THERESA'S SCHOOL**

**MEMBERS**

**FOUNDATION GOVERNORS (7)**

\*Fiona Kerin (FK) *Chair*  
\*Christine Fleming (CF)  
\*Fr. John Dermody (JD)  
^Gerry Costello (GC)  
\*Jane Goring (JG)  
2 vacancies

**LA GOVERNOR**

\*Liz Cormack (LC) *Vice Chair*

**STAFF GOVERNORS (2)**

\*Barbara Costa (Executive HT) (BC)  
1 vacancy

**PARENT GOVERNORS**

\*Nick O'Donnell (NO'D)  
\*Halina Gibson (HG)

**Also in attendance**

\*Helen Holloway - Clerk  
\*James Troy – Head of School

\*denotes member present / ^denotes member absent

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PART 1

**1. OPENING PRAYER / WELCOME**

1.1 The meeting commenced with an opening prayer. The Chair welcomed everyone to the meeting.

**2. APOLOGIES FOR ABSENCE**

2.1 Apologies received and noted from GC. The meeting was quorate.

**3. DECLARATIONS OF INTEREST**

3.1 There were no declarations to note.

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

4.1 There were no late items.

**5. GB MEMBERSHIP**

5.1 The chair is continuing to review the skills audit to identify skills gaps and to support the recruitment of future governors. There are two foundation governor vacancies.

5.2 The GB discussed the possibility of some governors attending the new parents welcome meeting in the summer term to speak about the role of governors. Date of next meeting 22<sup>nd</sup> June 2022. **ACTION: FK and LC**

5.3 The Staff governor, ND, stepped down from her governor role at the end of December 2021. The Chair, on behalf of the GB, thanked ND for all her work and support of the governing board.

5.4 The EHT has advertised the staff governor role and there has been no expression of interest for the role. It was proposed and **AGREED** that JT is elected as the staff governor with immediate effect for a four year term.

## 6. MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING

6.1 The GB **APPROVED** the minutes of the previous meeting held 11<sup>th</sup> November 2021 as an accurate record. The Chair signed the minutes at the meeting. The signed minutes were left with the EHT at the school for filing.

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

6.2 The GB asked if a summary of actions from the meeting could be circulated to the GB within 10 days of the GB meeting and the clerk agreed. **ACTION: Clerk**

	Action	By Whom
6.3	The Clerk agreed to forward the SEND role profile and other information to link governor.	Clerk - COMPLETE
6.4	Minute ref: 8.3.8 The Governors requested projections on pupil targets for KS1 and KS2 with a focus on EAL children for the next Curriculum and Achievement Committee meeting.	No meeting has taken place since last GB. Year 2 targets have been scaled back. C&A monitoring.
6.5	Minute ref 11.5: The CAT sub-committee minutes (9 <sup>th</sup> Nov) to be circulated to the GB in due course.	Chair – CAT to file minutes of CAT committee mtg on Gov Hub
6.6	Minute ref: 12,3 Pay Policy to be reviewed by HR to ensure the timelines are correct for pay progression to UPS and bring back to the GB for approval.	EHT / GB - COMPLETE

## 7. HEAD TEACHER WRITTEN REPORT

7.1 The EHT report was circulated on GovernorHub ahead of the meeting and governors invited to ask questions.

The EHT highlighted the following:

**7.1.1. Pupil attendance** is very poor and fallen to 84.5% since the autumn term and poor attendance is having an impact on attainment. The EHT has raised a query to

determine whether the absence coding applied is correct on the computer system. In addition to COVID related absences, there has also been an outbreak of chicken pox and some families were delayed overseas after the Christmas holiday due to COVID travel restrictions.

A discussion took place about ways to target and improve attendance which included extending invites to pupils with poor attendance to join the breakfast club free of charge until Easter.

The EWO is working with two families since the autumn term. The EWO visits every half term to follow up on persistent absentees. A discussion took place about increasing the frequency of the EWO visits and it was **AGREED** to do so to try to reduce the higher number of absences.

Schools trips are planned in the next couple of weeks. Workshops and school events are also taking place.

**7.1.2 Pupils admissions:** 35 admissions applications have been received for reception in Sept 2022. The Governors were pleased with the increase in the number of applications received compared to the previous year.

There were no questions.

## 8. **SCHOOL IMPROVEMENT PLAN (SIP)**

8.1 The SIP was circulated on Governor Hub and **APPROVED** by the GB. The SIP will be updated regularly and rag-rated to show progress and the latest version uploaded to Governor Hub.

During the meeting the GB reviewed the Leadership and Management targets.

- *Outcomes for disadvantaged pupils*  
Results discussed at the Curriculum and Achievement Committee meeting.
- *Hard to reach parents:*  
Copies of letters to parents have been translated into other languages to improve communications with EAL parents.
- *SPAG Meeting with guest speaker:*  
The EHT targeted the year group with an individual letter and this supported improving the number in attendance
- *Trips for disadvantaged pupils:*  
This has not happened in autumn term largely due to isolation measures in place and restrictions on travel.
- *Adult mentors:*  
Teacher volunteers required to be adult mentors. EHT to send out invite to teachers
- *Staff code of conduct:*  
The Executive Head Teacher has organised a modular online training programme on Harassment in the Workplace to support staff wellbeing. The course focuses on recognising negative behaviour and unacceptable behaviour.

## 9. **BUDGET UPDATE**

10.1 The SFVS was completed and reviewed in the Finance and Resources committee and circulated to GB ahead of the meeting. The GB **APPROVED** the SFVS. The completed document is to be signed and forwarded to the local authority.

10.2 Expenditure on supply staffing costs are overspent due to covering high levels of staff absence.

There were no questions.

## 10. **COMMITTEES**

The following reports received from each committee:

### **10.1 RE and Spiritual Life Committee**

The Chair (CF) reported: The Committee met on 22<sup>nd</sup> November 2021 and 17<sup>th</sup> January 2022 and the minutes of each meeting circulated on Governor Hub.

The headlines:

- The RE advisor from the Diocese of Westminster visited the school to look at the RE books and speak with the children. Feedback received noted the marking in books is more complete.
- The RE subject lead, Caroline O'Brien joined the Committee meeting on 17<sup>th</sup> January 2022 to give a presentation on the RE Curriculum, RE SEF and action plan.
- The RE subject lead has introduced team teaching which has had a positive impact.
- School bibles purchased.
- RE questionnaire to be sent to parents again to try and receive a higher number of responses.
- Three governors attended the RE Inspection new framework training at the Diocese on 19<sup>th</sup> January 2022.
- Noted that some staff are unfamiliar with the RE Scheme of work and the subject matter.
- Governors will visit the school to do an RE book scrutiny on 7<sup>th</sup> February 2022.
- RE content on the school website is also being reviewed.

### **10.2 Finance and Resources Committee**

10.2.1 The Chair (JD) reported. The Committee met on 17.01.2022 and the minutes were circulated on Governor Hub.

10.2.3 There has been no response from Barnet local authority in connection with the submission of a deficit budget. However, the school has been asked to provide a staffing breakdown.

10.2.4 There is high expenditure on the Supply Staff budget due to staff absences.

10.2.5 Gift Aid from voluntary donations was discussed and it was proposed that it may be worth translating the voluntary funds letter to parents to other languages to ensure every parent receives the communication.

10.2.6 It was proposed to send out a reminder to all parents on the school newsletter about voluntary donations to the VA Fund; put a notice on the school public noticeboard.

10.2.7 Hard copy of the mandate for signatories for the sundries account was presented at the GB meeting and signed by authorised signatories.

### 10.3 Wellbeing Committee

The Chair (LC) reported. The committee met on 13.01.2022 and the minutes were circulated on Governor Hub.

The headlines:

- The Committee Terms of Reference were amended and final version published on Governor Hub. The GB **APPROVED** the amended Terms of Reference.
- The Chair of the WB committee has agreed to work on an induction pack for new governors.
- A Parent questionnaire is to be compiled and sent out; discussion took place about how responses to the questionnaire are fed back to the parents. It was noted the questionnaire may need to be translated so it is accessible to all parents.
- The Committee has agreed for this term to keep the focus on internal links with parents, teachers and the community at our partner school OLOL, before reaching out to focus on developing links with the wider community
- A staff wellbeing survey is to be sent to all staff.
- Staff Wellbeing was discussed at the committee and the importance of governors' responsibility in relation to this aspect of school life.
- A school Staff Wellbeing policy is being drafted and will be circulated to the GB.

### 10.4 Curriculum and Achievement Committee

The Head of School reported. The next data drop is due at the end of spring term 1.

10.4.1 Headlines to date are:

#### MATHS:

- Year 2 and Year 6 pupils are being tested regularly in preparation for SATs.
- Year 6 Maths is the main focus. The Head of School is running extra maths classes 3 times per week after school for 10 children. Teaching Assistant support is also being offered for half an hour after school.
- 10 pupils are receiving extra maths lessons 1 hour every Thursday before school.
- Observations will take place next week on Maths.
- Plans are in place for Maths team teaching.
- A review of the Maths scheme The White Rose is due.
- The school is using a new home learning system called "My Maths".

#### READING, WRITING AND MATHS

- Year 6 children on the cusp are being targeted. The HoS is taking a group of 6 or 7 children who are working at the expected standard.

- Year 5 children - 52% combined scored expected. Next assessment Feb 2022.
- Year 2 are a concern – Year 2 will resit phonics screening test in December 2021. 12 children did not pass. 9 children scored single digits and none of these were EAL children. Noted there are 19 boys in Year 2.

10.4.2 Year 2 were allocated an extra full time teacher in the autumn term funded by the tutoring grant. The extra teacher has made a difference with behaviour. The extra teacher will be leaving next week. A proposal was made to consider reducing the extra teacher time to half days as a way of weaning year 2 away from the extra teacher support.

10.4.3 The phonics letter ad sounds programme is changed and no longer accepted by the DfE. The school has to make a big investment in resources and teacher training for a new phonics systems.

10.4.4 A full discussion took place and it was recognised there is a need for ongoing support for Year 2. Next steps include reviewing the planning and bringing in team teaching to see if this can make a difference. Plans for further support are required and the Curriculum ad Achievement committee will review.

**ACTION: The C&A Committee will review**

10.4.5 Music classes are now up and running from Year 1 to Year 4.

10.4.6 Year 3 children have had an opportunity to learn a musical instrument through the Barnet music scheme.

QUESTION: What targets are in place for the other year groups other than Years 2 and 6? R: All targets for other year groups are linked to staff appraisals.

### **10.5 Catholic Academy Trust (CAT) sub-committee**

HH reported. The joint CAT Committee are meeting online on Monday 7<sup>th</sup> February 2022. Peter Sweeney, Director of Education, Diocese of Westminster will be attending the meeting to support the sub-committee to explore possible pathways including federation to secure the future of both St Theresa's and Our Lady of Lourdes Primary School.

## **11. POLICIES FOR APPROVAL**

11.1 The following policies were reviewed in their relevant committees, circulated to the GB ahead of the meeting and **AGREED** by the GB.

- Uniform Policy
- Behaviour Policy
- Financial Management Policy
- Whistle Blowing Policy

11.2 **Pay Policy:** A change has been made to the cut-off date for applying for upper pay spine; the date in the policy is now 31<sup>st</sup> October and any applications will be backdated to 1<sup>st</sup> September. The amended policy is out for consultation with staff.

## **12. CHAIRS ITEMS**

12.1 The Chair reported that the local authority Governors' self-evaluation will be carried forward to the next GB Meeting.

**ACTION: Clerk / agenda item**

12.2 The Chair reported on behalf of the teaching staff who have proposed the GB consider shortening the school day.

The school day is considered long compared to other local schools: school day 8.50am to 3.30pm with 1 hour lunch break.

Issues closing early include:

- The impact on parents collecting their child(ren)
- Loss of quarter of an hour teaching time
- Currently low achievement and lower attendance so not in the best interest of the children
- High rate of absences due to COVID
- Timetable issues
- Everyone has gone through a long period of change in response to the pandemic and this is probably not the best time to make more changes

12.3 After a full discussion the GB **AGREED** it was not the right time to make changes to the school day; however the GB did agree to revisit this proposal for shortening the school day again in September 2022.

**ACTION: GB – Agenda item Autumn 1**

### 13. PARTNERSHIP AGREEMENT

NoD and SM has spoken recently and there were no concerns over the partnership.

### 14. SAFEGUARDING

14.1 The EHT reported

- There is an ongoing bullying incident which is being investigated.
- A safeguarding referral was made today 25.01.2022

14.2 The Safeguarding link governor reported:

- Safeguarding link governor visit to the school on 10<sup>th</sup> January 2022.
- SCR was checked and a few issues identified which were admin related.
- Barnet will be conducting a health check on the SCR.
- All personnel files checked and a few things are missing in older personnel files. A risk assessment has been carried out on these files to ensure that the gaps do not create any safeguarding issues, this has been placed on each file.
- All governors have declared they have read KCSIE.
- The School should have a trained Mental Health first aider.

QUESTION: How long is a DBS valid? 3 year is the industry standard. Individuals can sign up to the update service which is £12 per year.

14.3 The GB need to appoint a link governor for Relationships and Sex Education, ideally from the RE Committee.

**ACTION: GB**

14.4 A school building audit will be taking place on 26.01.2022

14.5 Next safeguarding link governor visit planned for 8<sup>th</sup> February 2022 to review the pupil incident log.

## 15. GOVERNORS TRAINING AND VISITS

DATE	TRAINING COUSE	ATTENDEE
Autumn Term 2022	Ofsted framework	FK

The Chair informed the GB of the Ofsted Interview preparation training run by BELS taking place in February 2022.

15.1 The SEND Link governor visited the school to meet with EHT and SENDCo.  
A written report will follow. **ACTION: HG**

## 16. CORRESPONDENCE

The CoG consulted with JG and LC in December 2021 and it was agreed on behalf of the GB to give a gift of a voucher to all staff at Christmas. It seemed to have been welcomed by staff with some nice thank you emails to governors via CoG

## 17. FUTURE GB MEETINGS 2021-2022

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

SUMMER TERM      **Tuesday** 17th May 2022 @ 7pm  
                                 **Thursday** 14 July 2022 @ 7pm

## 18. ANY OTHER BUSINESS

No items to report.

*Part 1 meeting ended at 9.12pm.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
                                 *Chair of Governors*



## SUMMARY OF AGREED ACTIONS – GB MEETING 25<sup>th</sup> JANUARY 2022

Minute ref.	Action	By Whom
5.2	The GB discussed the possibility of some governors attending the new parents welcome meeting in the summer term to speak about the role of governors. Date of next meeting 22 <sup>nd</sup> June 2022.	FK / LC Summer term 2022
6.2	The GB asked if a summary of actions from the meeting could be circulated to the GB within 10 days of the GB meeting and the clerk agreed.	Clerk – COMPLETE
10.4.4	A full discussion took place and it was recognised there is a need for ongoing support for Year 2. Next steps include reviewing the planning and bringing in team teaching to see if this can make a difference. Plans for further support is required and the Curriculum and Achievement committee will review.	C&A Committee
12.1	The Chair reported the local authority Governors' self-evaluation will be carried forward to the next GB Meeting.	Clerk / agenda item
12.3	After a full discussion the GB <b>AGREED</b> it was not the right time to make changes to the school day; however the GB did agree to revisit this proposal for shortening the school day again in September 2022.	GB / Agenda item Autumn '22
14.3	The GB need to appoint a link governor for Relationships and Sex Education, ideally from the RE Committee.	GB
15.1	The SEND Link governor visited the school to meet with EHT and SENDCo. A written report will follow.	HG