



*"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 11th November 2021 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)
^Nikki Dias (ND)

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

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 ND. The meeting was quorate.

3. DECLARATIONS OF INTEREST

There were no declarations to note.

4. LATE ITEMS AND ORDER OF BUSINESS

3.1 Pay Policy – to be taken under EHT's report

5. GB MEMBERSHIP

5.1 There are currently two foundation governor vacancies. The chair has circulated a skills audit to all governors to identify skills gaps and to support the recruitment of future governors. (See agenda item 13)

6. COMMITTEE TERMS OF REFERENCE

6.1 The Terms of Reference for ALL Committees were circulated to the GB ahead of the meeting and **APPROVED** by the GB:

- RE and Spiritual Life Committee
- Wellbeing Committee
- Curriculum and Achievement
- Finance and Resources Committee
- Pay Committee
- Curriculum and Achievement
- Admissions Committee

6.2 SEND Link Governor

Halina Gibson agreed to take on the role of SEND link governor, The Clerk agreed to forward the SEND role profile and other information to support the role.

ACTION: Clerk

7. MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING

7.1 The GB **APPROVED** the minutes of the previous meeting held 16th September 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:

	Action	By Whom
7.2	(Min ref: 4.1 & 5.1) All Governors to sign the Declarations on Governor Hub. (ROI and KCSIE) The Clerk agreed to send out guidance to all governors on how to sign the declarations on Governor Hub.	COMPLETE Clerk to print declarations list and forward to school
7.4	(Min ref 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.	- HoS (JT) contacted local nurseries to promote the primary school and make links. Year 5 pupils invited to visit a local nursery to sing and promote the school. - HG is looking at opportunities and bids to attract additional funding for the school.. - NoD proposed ideas for off- campus fundraising. - Match funding was also discussed.
7.5	(Min ref 11.5) The HoS agreed to compile a list of interventions used at the school for the Governors.	COMPLETE
7.6	(Min ref: 12.13) The EHT will email the SEF to the GB.	COMPLETE

7.7.	(Min ref: 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.	COMPLETE – The agreed procedures were circulated to the GB
------	--	--

8. HEAD TEACHER WRITTEN REPORT

8.1 The EHT report was circulated on GovernorHub ahead of the meeting and the following highlighted at the meeting:

8.1 The School had an RE INSET day on 9th November 2021 for all school staff. RE Team Teaching with the RE Lead has also taken place during the autumn term.

8.2 Music options for the curriculum were discussed and the difficulties presented in delivering music due to the budget constraints. It was noted Year 3 are taking part in a 10 week Barnet project to learn the ukulele. Year 2 are taking part in the Barnet music festival.

8.3 DATA DROP AUTUM TERM

Head of School reported. The data will also be reviewed by the Curriculum and Standards Committee when they next meet. The headlines:

8.3.1 Year 6 Pupil achievement is rising and all on track; there is a focus on children who are on the cusp.

8.3.2 Maths is a concern and Year 6 children are being split into two groups and having extra sessions with the Head of School three times per week.

8.3.3 Some pupils in Year 5 and 6 are attending a morning Maths club twice a week, and one extra hour of maths tuition is available during assembly time each week.

8.3.4 Year 5 writing – two children are working at greater depth. Interventions such as Pobble and Accelerated Reader are being used to improve writing. It was confirmed writing stamina has reduced during the lockdown and the increased use of IT.

8.3.5 Year 3 children achievement is a main concern.

8.3.6 Year 2 assessment was not presented in time to the Head of School to be able to share with the GB. It was reported there is an additional teacher in Year 2 there is supporting the class teacher.

8.3.7 Year 1 cohort is high need: 3 EHCPs; 9 PPG children and a higher level of EAL.

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.

ACTION: HoS

8.3.9 It was noted that staff absence has been very high this half term.

9. SCHOOL IMPROVEMENT PLAN (SIP)

9.1 The SIP had not yet been circulated to the GB but will be in due course. The GB **AGREED** the targets to be reviewed for each committee as follows:

- | | |
|-----------------------------------|--|
| - Quality of Education targets | Curriculum & Achievement Committee |
| - | |
| - Behaviour and Attitudes targets | Wellbeing Committee |
| - | |
| - Personal Development targets | Wellbeing Committee |
| - | |
| - Leadership & Management | Full Governing Board –
(ACTION: Clerk to include on agenda next GB meeting) |
| - | |
| - Early Years targets | Finance – (to oversee spend on developing outdoor space)
Curriculum and Achievement |
| - | |
| - Budget and Learning targets | Finance |

Q: Have all the staff received the SIP?

R: It was confirmed the SIP has not been circulated to staff and will be in due course.

9.2 It was confirmed there is a separate SEF for Religious Education and Spiritual Life.

10. BUDGET UPDATE

10.1 The Q2 report was circulated to the GB ahead of the meeting and **APPROVED**.

10.2 It was noted supply staffing costs are overspent due to high levels of staff absence.

There were no questions.

11. COMMITTEES

The following reports received from each committee:

11.1 RE and Spiritual Life Committee

The Chair (CF) reported: The Committee met on 18th October 2021 and the minutes were circulated on Governor Hub ahead of the meeting.

The headlines:

- RE assessments taking place and data will be ready for review at the November Committee meeting
- PSHE Policy reviewed and agreed.
- RE SEF finalised
- Prayer life at school (as listed on EHT's report)
- RE consultation with parents has been distributed: 9 replies received and all good
- RSE Course attended by Jane Goring
- FK and CF completed a school visit to see RE Lessons, assembly and pupil voice.

11.2 Finance and Resources Committee

11.2.1 The Chair (JD) reported. The Committee met on 18th October 2021 and the minutes were circulated on Governor Hub ahead of the meeting.

11.2.2 It was reported the Governor sundries account has a balance of £1700 and a discussion took place about whether or not to close the account and merge with another. In conclusion it was agreed to bring back to the next Finance Committee meeting with recent bank statements.

ACTION: Chair F&R Committee

11.2.3 The bank mandate needs to be revised. The GB agreed signatories for the bank mandate:

- Fr. John Dermody,
- Jane Goring
- Fiona Kerin.

11.3 Wellbeing Committee

The Chair (LC) reported. The committee met on 12th October 2021.

11.3.1 The minutes were circulated on Governor Hub ahead of the meeting.

The headlines:

- Committee Terms of Reference amended and agreed
- School Fire Drill outstanding and due to take place autumn term 2
- Safeguarding – (JG) Safeguarding link governor report (*See item 15*)

11.4 Curriculum and Achievement Committee

11.4.1 The Chair (NoD) reported. The Committee postponed their meeting as pupil data was not available. A new date is to be agreed.

11.5 Catholic Academy Trust (CAT) sub-committee

The Chair of the Committee (HH) reported. The committee met online on Tuesday 9th November. The minutes will be circulated to the GB in due course.

ACTION: Chair CAT sub-committee

11.6 The Committee looked at the background information on Academisation from the DoW ahead of the meeting and took part in an open discussion looking at the local picture of schools, historic exploration of academisation, in order to determine a focal point for the committee. It was agreed to invite Peter Sweeney, Interim Director of Education, at Westminster to the next sub-committee meeting to signpost the possible options open to both schools to secure their future.

12. POLICIES FOR APPROVAL

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

- Adverse weather Policy
- Alcohol and Drug Policy
- Governing Body Code of Conduct
- Equality Statement and Objectives
- PSHE Policy
- Admissions Policy

12.2 The **Behaviour Policy** was **AGREED** in principle subject to no changes being received during the two week consultation period.

12.3 The **Pay Policy** was ratified in Sept 2021 with dates included for teachers to apply to move to upper pay spine from main scale; however it was noted the time frame for application and re-numeration is ambiguous. The GB recommended the Pay Policy is reviewed by HR to ensure the timelines are correct and bring back to the GB for approval.

ACTION: EHT / GB

13. CHAIRS ITEMS

13.1 The Governors' self-evaluation was circulated to members of the GB for completion. There are a few self-evaluation forms to be returned. It was noted the GB is not reflective of the wider community; it was reported previous attempts have been made for BAME representation in the GB however they were not successful.

13.2 A discussion also took place about increasing the Governors' visibility to the wider community and increasing awareness amongst the parents of who are the governors and what the role of a governor involves.

14. PARTERSHIP AGREEMENT

14.1 The GB at OLOL has appointed Seamus Mckenna, Foundation Governor, as the link governor to review the partnership agreement with Nick O'Donnell on behalf of each GB.

15. SAFEGUARDING

15.1 JG reported. The Safeguarding governor report was circulated to the GB on GovernorHub ahead of the meeting.

The following was noted:

- Two DBS Certificate numbers were missing
- Safeguarding audit completed with the EHT last week. Noted that one member of staff should be trained as a Mental Health First Aider.
- Confirmed all Governors have declared they have read KCSIE
- The Single Central Record will be checked on next visit

There were no questions.

15.2 The EHT confirmed there had been one incident of name calling between a Year 3 and year 5 child; the parent of the child concerned has been spoken with and the matter is closed.

16. GOVERNORS TRAINING AND VISITS

16.1 The GB were informed the school does subscribe to Barnet Governors' training programme (BELS). Post meeting the clerk posted the link on Governor Hub for all governors to access.

16.2 The Chair recommended the Barnet Curriculum training taking place on 25th November 2021

15. CORRESPONDENCE

No items reported.

16. FUTURE GB MEETINGS 2021-2022

SPRING TERM

Thursday 27th January 2022 @ 7pm PROPOSED DATE CHANGE - TBC

Monday 14th March 2022 @ 7pm

SUMMER TERM

Tuesday 17th May 2022 @ 7pm

Thursday 14 July 2022 @ 7pm

17. ANY OTHER BUSINESS

No items to report.

Part 1 meeting ended at 9.15pm.

17. PART 2 CONFIDENTIAL MINUTES FROM THE PREVIOUS MEETING

The part 2 confidential minutes of the previous meeting held on 16th September 2021, were **APPROVED** as an accurate report of the meeting and signed by the Chair of Governors, and left with the EHT at the school.

There were no other part 2 items.

Meeting ended at 9.16pm.

Signed: _____ Date: _____
Chair of Governors

**SUMMARY OF AGREED ACTIONS –
GB MEETING 11TH NOVEMBER 2021**

Minute ref.	Action	By Whom
6.2	The Clerk agreed to forward the SEND role profile and other information to link governor.	Clerk - COMPLETE
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.	HoS
9.1	Leadership & Management (SIP Target review) – on agenda next GB meeting.	Clerk agenda item
11.2.2	Governor sundries bank account statements to be reviewed at the next Finance Committee meeting.	Chair – F&R
11.5	The CAT sub-committee minutes (9 th Nov) to be circulated to the GB in due course.	Chair – CAT
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