



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

**MINUTES OF THE GB MEETING HELD
ON
MONDAY 14TH MARCH 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)
^James Troy – Head of School (JT)

PARENT GOVERNORS

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

Also in attendance

*Helen Holloway - Clerk

*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 JT. 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 RSE Link governor: A discussion took place about appointing an RSE link governor and how in some governing boards the RSE link governor responsibilities rests with the Safeguarding Link governor. The discussion reflected on how diverse the school is and how in our Catholic faith everyone is accepted.

6. MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING

6.1 The GB **APPROVED** the minutes of the previous meeting held 25th January 2022 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:

	Action	By Whom
6.2	<i>(Minute ref:5.2)</i> 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 nd June 2022.	FK / LC Summer term 2022
6.3	<i>(Minute ref:10.4.4)</i> 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 ad Achievement committee will review.	C&A Committee – agenda item for next meeting
6.4	<i>(Minute ref:12.3)</i> 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.	GB / Agenda item Autumn '22
6.5	<i>(Minute ref:15.1)</i> The SEND Link governor visited the school to meet with EHT and SENDCo. A written report will follow.	HG reported a visit is taking place on 15 th March 2022 with EHT.

7. EXECUTIVE HEADTEACHER WRITTEN REPORT

7.1 The EHT gave a verbal report

7.1.1.The RE Inspection (section 48) took place on 3rd March
Feedback included:

- Positive parental comments
- A good result reflecting the hard work of staff, especially the RE Lead appointed September 2021
- School achieved “outstanding” in Catholic life
- Identified some teaching and Learning shortcomings in class which will be addressed going forward

7.1.2 The Chair, on behalf of the GB, will write a “Thank You” letter to staff commending them on their achievement in the RE inspection. **ACTION: CoG**

7.1.3 A discussion took place about communication to parents on the result of the RE inspection and it was proposed to give the individual headings and the judgement awarded for each. A proposal was also made to translate the summary page of the report to include non-English speaking parents in the school community.

7.1.4 The Governors commended the EHT on the successful RE inspection.

8. SCHOOL IMPROVEMENT PLAN (SIP)

8.1 The governors were reminded the SIP is colour coded: Green is complete; yellow is ongoing and red is not actioned.

8.2 The Chair asked if Committee Chairs could review the targets on the SIP in their areas of responsibility and record this in their committee minutes.

ACTION: Committee Chairs

8.3 During the meeting the GB reviewed the following sections of the SIP:

Leadership and Management

- School newsletter to include reminder to parents to look at the school website to see the school targets.
- Pupils' targets to be promoted at Parents' evening.
- Posters will be placed around the school to alert everyone to school targets.

Curriculum and Achievement

- Year group performance reviewed in the A&C Committee.
- Predicted targets for the entire class and group are reviewed in committee. During a discussion it was reported the children are not aware of their own targets and the school has moved away from this practice as Ofsted have moved away from their focus on data. The focus for targets is very much on the curriculum, enrichment and pupil progress evidence in their class books.
- Pupil attendance figures are not high.

9. BUDGET UPDATE

The Chair of Governors reported work has begun on the first draft of the budget 2022-2023 and there is a deficit going forward. The final draft budget will be presented to the GB at the next GB meeting.

ACTION: Clerk / Agenda item

10. COMMITTEES

The following reports received from each committee:

10.1 RE and Spiritual Life Committee

The Chair (CF) reported: The RE Inspection, on the old framework, took place on 3rd March 2022. The Committee met on 7th March 2022 and the RE Lead attended the committee meeting. The minutes of the recent meeting were circulated on Governor Hub.

The headlines:

- Review the RE Inspection Report and follow up on any recommended actions.
- RE Website to be reviewed and some amendments to be made.
- The New RE Inspection Framework will be an agenda item for the next committee meeting.
- New RE SEF format to be introduced.
- RE questionnaire was re-issued. 31 responses received and all positive. The questionnaire was translated into two other languages to include non-English speaking parents.
- Ten Ten RE resource to be introduced at school. The school had gone out to consultation with the parents. No comments received.

- RE Book scrutiny took place on 7th February 2022.
- Mini-Vinnies project launched again and 10 children have been appointed. The commissioning ceremony for the Mini-Vinnies will take place on Monday 28th March 2022 and two governors will attend. A proposal was also made to extend an invitation to parents if possible to do so.
- The School is responding to the Ukraine crisis by inviting parents to make monetary donations and details of how to do so are published in the school newsletter.

10.2 Finance and Resources Committee

10.2.1 The Chair (JD) reported. The Committee met 7th March 2022 and the minutes were circulated on Governor Hub.

The Committee reviewed the Year End figures as of 31st March 2022.

10.3 Wellbeing Committee

The Chair (LC) reported. The committee met on 08.03.2022 and the minutes were circulated on Governor Hub.

10.3.2 The Committee work included reviewing:

- Pupil attendance.
- The draft Staff Wellbeing Policy. Proposed a re-visit as the policy was too corporate and not suitable for a one-form entry school.
- Staff questionnaires (a general one and one focussing on staff wellbeing).

10.3.2 The GB engaged in a full discussion as to whether two separate staff questionnaires were required, or one questionnaire which would incorporate staff wellbeing. In conclusion, it was **AGREED** to have two staff questionnaires as the Wellbeing focus needs to be a separate focus. The GB **AGREED** to school would use the Anna Freud staff questionnaire for staff wellbeing, and this would be circulated to staff after the Easter holidays at the beginning of the summer term.

10.3.3 Staff Wellbeing training taking run by Barnet local authority is taking place tomorrow (15th March). A proposal was made for future wellbeing training sessions to be a joint venture with staff from St Theresa's and Our Lady of Lourdes Primary schools.

10.3.4 Attendance: The EHT reported pupil absence is very high; currently 72 children are being monitored for high levels of absence. 12 children of this group are on a monitoring list and the EHT has informed the parents there can be no further absences for these children without a GP certificate. The EHT is meeting with the EWO to follow up high levels of absence and it is proposed to increase the EWO visits to the school to twice a term going forward.

QUESTIONS: What is the reason for absences?

R: Often it is a cold or the child is tired and in some cases the parents do not appear to understand the school rules about attendance.

10.4 Curriculum and Achievement Committee

The minutes for the recent meeting will be published on Governor Hub in due course

ACTION: Chair of C&A Committee

10.4.1 The recent C&A Committee meeting focused on pupil data; the committee expressed concern about the accuracy of the data presented and raised queries which the Head of School is to follow up.

10.4.2 A discussion took place about the timing of the C&A Committee meetings and it was agreed the dates of the committee meetings must fit in with the school data drop cycle. At least two weeks must be allowed once the pupil data drop is complete before the committee can meet, and a window of at least ten working days in place before the GB meeting so the committee minutes can be published and circulated in a timely manner to the wider GB.

10.4.3 Following a full discussion during the meeting, the GB agreed there is a need to improve quality of teaching across the whole school and this must be a focus for the school improvement plan next year. For the remainder of this academic year, the Governors recommended the EHT has ad-hoc drop in walkabouts into different classes and reports back to the GB on quality of teaching and learning observed during these ad-hoc sessions.

ACTION: EHT / GB

10.4.4 During the discussion it was also identified there is a need to upskill teaching and non-teaching staff, to support the role of the EHT and the Senior Leadership Team so they can fulfil their strategic roles to ensure the partnership works effectively when the EHT is working at OLOL school 2.5 days per week.

10.5 CAT sub-Committee

10.5.1 The Chair of the CAT Sub-committee reported the committee met on 7th February 2022 with Peter Sweeney in attendance to discuss the pros and cons of a federation. The minutes of the meeting were circulated on Governor Hub.

10.5.2 The next steps is for both schools to complete the 2022-2023 Budget and see the end year forecast at of 31st March 2022 to provide a picture of the financial constraints going forward.

10.5.3 The Chair of the CAT sub-committee announced the DoW has offered to conduct an independent financial review of both schools in the partnership and consultation on this is ongoing with the GB at both schools.

10.6 Admissions Committee

10.6.1 GC reported. The committee met in February 2022.

10.6.2 It was reported 36 applications have been received which is a great improvement on last year.

QUESTION: How many children are on roll in reception currently?

R: There are 24 pupils on roll in reception.

11. POLICIES FOR APPROVAL

11.1 There were no policies presented for approval.

12. CHAIRS ITEMS

The Chair informed the GB the Governors' self-evaluation will be carried forward to the next GB meeting. All governors were encouraged to complete the Barnet

Governors' Assessment and return to the Chair ahead of the next GB meeting so the results can be evaluated. **ACTION: GB / Clerk - agenda item**

13. PARTNERSHIP AGREEMENT

No meeting had taken place since the previous GB.

14. SAFEGUARDING

14.1 JG reported. A school visit took place on 8th February 2022 with a focus on incident reporting. There were no major incidents of concern.

14.2 The school is using the *Good to be Green* behaviour system and the governors asked if going forward they can be informed on how many red cards have been issued, and whether any certain behaviour patterns identified? **ACTION: EHT / HoS**

14.3 It was reported there is no analysis of hot spots for accidents, or regular monitoring to identify repeat occurrences of accidents at peak times of the day. This information should feed information the Resources Committee as part of their premises responsibility. HG offered to review the accident book to evaluate and report back to the Resources Committee / GB. **ACTION: HG**

14.4 There has been one racial incident of name calling which has been managed.

14.5 The single central record was reviewed on 4th February 2022 and some issues were flagged up as needing attention. The newly appointed office administrator will liaise with the senior office administrator at OLOL for training.

14.6 The next meeting will be to review the SCR on 25th April 2022.

14.6 **First Aid**

The EHT expressed concerns about the management of First Aid in the school and recommended that a member of support staff is appointed and remunerated for the responsibility of First Aid. The GB **AGREED** to the remuneration of a teaching assistant to take on the responsibility of First Aid along with a review of all the first aid equipment and procedures. Monitoring of First Aid in the school will be overseen by the Wellbeing committee.

ACTION: Chair of WB Committee

15. GOVERNORS TRAINING AND VISITS

15.1 GOVERNORS' TRAINING – SPRING TERM 2022

TRAINING COUSE	ATTENDEE
Section 48 New Framework	CF; FK
Level 1 Safeguarding	HG
Edu care Child Protection	Fr. JD
Ofsted Training	FK

15.2 GOVERNORS' VISITS SPRING TERM 2022

TRAINING COUSE	ATTENDEE
Section 48 Inspection	CF; FK;
RE Book scrutiny	CF; FK

16. **CORRESPONDENCE**

No items to report.

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

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 9.20pm.

Part 2 follows.

Signed: _____ Date: _____
 Chair of Governors

SUMMARY OF AGREED ACTIONS – GB MEETING 14TH MARCH 2022

Minute ref.	Action	By Whom
6.2	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 nd June 2022.	FK / LC Summer term 2022
6.3	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
6.4	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.	GB/Agenda item Autumn '22
7.1.2	The Chair, on behalf of the GB, will write a "Thank You" letter to staff commending them on their achievement in the RE inspection.	CoG
8.2	The Chair asked if Committee Chairs could review the targets on the SIP in their areas of responsibility and record this in their committee minutes.	Committee Chairs
9.0	The final draft budget will be presented to the GB at the next GB meeting.	Clerk / Agenda item
10.4	The minutes for the recent Curriculum and Achievement meeting will be published on Governor Hub in due course	Chair of C&S Cmte
10.4.3	The Governors recommended the EHT has ad-hoc drop in walkabouts into different classes and reports back to the GB on quality of teaching and learning observed during these ad-hoc sessions.	EHT / GB
12	The Chair informed the GB the Governors' self-evaluation will be carried forward to the next GB meeting. All governors were encouraged to complete the Barnet Governors' Assessment and return to the Chair ahead of the next GB meeting so the results can be evaluated.	GB / Clerk agenda item
14.2	The school is using the <i>Good to be Green</i> behaviour system and the governors asked if going forward they can be informed on how many red cards have been issued, and whether any certain behaviour patterns identified?	EHT / HoS
14.3	HG to review the accident book to evaluate and report back to the Resources Committee / GB.	HG