



*"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 17TH MAY 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 CF; GC, LC and BC as on a school residential trip. The meeting was quorate.

3. LATE ITEMS AND ORDER OF BUSINESS

4.1 There were no late items.

4. DECLARATIONS OF INTEREST

4.1 There were no declarations to note.

5. GB MEMBERSHIP

5.1 RSE Link governor: It is confirmed that Jane Goring as Safeguarding Governor will also take on responsibility as RSE link governor.

6. MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING

6.1 The GB **APPROVED** the minutes of the previous meeting held 14th March 2022 as an accurate record. The Chair signed the minutes at the meeting. The signed minutes were left with the HoS at the school for filing.

Matters Arising from the previous meeting not on the agenda:

	Action	By Whom
6.2	(Minute ref: 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	(Minute ref: 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 ad Achievement committee will review.	A&C Committee ACTION: Meeting date tba summer term 2
6.4	(Minute ref: 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
6.5	(Minute ref: 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.	Agreed the moment was missed to send letter.
6.9	(Minute ref: 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 & HoS walkabouts ongoing
6.1	(Minute ref: 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 Wellbeing Committee – ongoing review.
6.1	(Minute ref: 14.3) HG to review the accident book to evaluate and report back to the Resources Committee / GB.	HG COMPLETE

7. EXECUTIVE HEADTEACHER'S WRITTEN REPORT

7.1 The EHT circulated a written report to the GB ahead of the meeting and in her absence the HoS responded to queries. The following areas were highlighted:

7.1.1 Governors remarked on the excellent variety and numerous school visits taking place and how the trips were being linked to the curriculum.

7.1.2 Admissions: It was reported 11 children have accepted offers for reception in September 2022

7.1.3 Attendance - Has the low level of pupil attendance improved?

R: Half of the school pupils are being monitored for attendance as they fall into the orange and red category. For one family the issue has been escalated to court proceedings. Two children are on long-term sick leave.

7.1.4 The GB agreed the importance of attendance at school must be highlighted at the new admissions meeting.

7.1.5 The school has advertised externally for an Infant Phase Leader and Literacy Leader.

7.1.6 Two teachers left the school at the end of April 2022 and one post is covered by supply agency, and the other post covered by supply agency and the Head of School.

7.2.7 The Governors asked about the review conducted by the School Improvement Advisor, Geraldine Pears, and it was agreed the Head of School would circulate the report to the GB. **ACTION: Head of School**

8. SCHOOL IMPROVEMENT PLAN (SIP)

8.1 The Chair reminded all governors to identify two or three items within their committee for consideration in the 2022-2023 SIP.

ACTION: Committee Chairs

9. BUDGET UPDATE

Budget Plan 2022-2023:

9.1 The Resources Committee met and reviewed the budget forecast. The budget was circulated to the GB ahead of the meeting. It was anticipated there will be an 89K in year deficit, resulting in a deficit of £131k at the end of 2022-2023. Another budget meeting is planned next week to finalise the figures for the budget plan 2022-2023

Q1: How did you determine the percentage increase for utilities?

R: The advice from Barnet finance team is 50% increase on gas, and 20% increase on electricity.

9.2 A discussion took place about what strategies are needed to make savings and this led onto to discuss how to generate income seeking additional funding. A query was presented as to whether there was any further available to offer support to schools admitting Ukrainian families.

9.3 The GB **APPROVED** the budget for 2022-2023 subject to the minor tweaks to be made at the Finance Meeting next week. It was agreed if there are any major changes the Chair of Governors will inform the GB.

9.4 A discussion also took place about savings and the partnership with OLOL Primary School. *See Part 2 minutes.*

10. COMMITTEES

The following reports were received from each committee:

10.1 RE and Spiritual Life Committee

In the absence of the Chair (CF), FK reported and informed the GB the RE data is to be moderated; it was reported the launch of Mini-Vinnies at school has occurred; and the school is still awaiting the launch of the new RE framework in order to complete the new SEF .

10.2 Finance and Resources Committee

10.2.1 The Chair (JD) reported. The Committee met 13th May 2022 and the minutes were circulated on Governor Hub.

Areas highlighted were:

- Staffing changes
- Ongoing issue with the canopy that need to be resolved by the company who installed them.

10.3 Wellbeing Committee

In the absence of the Chair (LC), the CoG reported.

The minutes were circulated ahead of the meeting. There were no questions.

It was reported there will be a review of the Home School Agreement in the summer term before the agreement is issued in September.

10.4 Curriculum and Achievement Committee

Date for next meeting to be agreed.

ACTION: Chair of C&A / HoS

10.5 CAT sub-Committee

10.5.1 The Chair of the CAT Sub-committee reported. The Chair of Governors at OLOL, and the Chair of the CAT sub-committee attended a second meeting of Barnet local schools in April 2022 hosted by Finchley Catholic High School. There still does not appear to be an appetite for a Barnet CAT at this stage.

During the meeting the personnel present discussed the procedures and structure of a CAT and there was a focus on the lack of capacity within schools to manage a transition to an academy. Concerns were also raised about the growing number of schools presenting deficit budgets. It was noted that there has been a shift and schools with a deficit budget can apply to join a CAT and the schools in the CAT will be looked at as a collective.

10.6 The GB agreed to commence with the offer of an independent financial review funded by the Diocese of Westminster.

ACTION: Chair of CAT sub-cmte to co-ordinate with DoW

11. SEND REPORT

The SEND link governor (HG) report was circulated to the GB ahead of the meeting.

The GB agreed it was a comprehensive report providing a full overview for fellow governors to understand SEND at the school. There were no questions. The Governors thanked HG and the SENDco for all their efforts compiling the report.

12. POLICIES FOR APPROVAL

All policies were reviewed and approved in their committees ready for presentation to the GB for ratification.

The following policies were **AGREED** by the GB:

- Health and Safety
- Anti-fraud and corruption
- Charging
- Lettings
- Debit Card
- Debt Recovery
- Critical Incidents
- Premises Management
- Accessibility Plan
- Governors' Allowances
- Legionella Management
- Asbestos Management
- Anti- Bullying Policy
- Complaints Policy
- Data Protection Policy
- Staff Wellbeing

12.2 The GB agreed to discuss the school mission statement at the next GB meeting in July. **ACTION: Clerk / agenda item**

12.3 The Head of School agreed to circulate the full mission statement to the governors. **ACTION: HoS**

13. CHAIRS ITEMS

13.1 As part of the Governors' self-evaluation for Barnet, the Chair encouraged all governors to send email any evidence to the Chair of governors to add to the Barnet governors' self-evaluation document.

The areas identified for focus are:

1. Identify ways governors have contributed to school improvement
2. How do governors champion wellbeing across the school?

ACTION: GB

14. PARTNERSHIP AGREEMENT

14.1 It was recommended, to consider more regular contact between the link governors at OLOL and St Theresa's to support the development and monitoring of the partnership agreement.

See also: part 2 minutes.

15. SAFEGUARDING

15.1 No safeguarding incidents to report

15.2 The Safeguarding Link governor (JG) visited the school on 25th April 2022. The following was noted:

- The SCR was reviewed and it was reported the staff list was not up-to-date with details of agency and volunteers. It is a requirement for any changes to be updated with in two days of change.
- All governors' safeguarding training is up to date.
- All governors to renew their DBS checks every 3 years.

SUMMARY OF AGREED ACTIONS – GB MEETING 17TH MAY 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
7.2.7	The Governors asked about the review conducted by the School Improvement Advisor, Geraldine Pears, and it was agreed the Head of School would circulate the report to the GB	HoS
8.1	The Chair reminded all governors to identify two or three items within their committee for consideration in the 2022-2023 SIP.	Committee Chairs
10.4	Curriculum and Achievement Committee; Date for next meeting to be agreed.	Chair of C&A / HoS
10.6	The GB agreed to commence with the offer of an independent financial review funded by the Diocese of Westminster.	Chair of CAT sub- cmt
12.2	The GB agreed to discuss the school mission statement at the next GB meeting in July.	Clerk / agenda item
12.3	The Head of School agreed to circulate the full mission statement to the governors.	HoS
13.1	As part of the Governors' self-evaluation for Barnet, the Chair encouraged all governors to send email any evidence to the Chair of governors to add to the Barnet governors' self-evaluation document. The areas identified for focus are: <ol style="list-style-type: none"> 1. Identify ways governors have contributed to school improvement 2. How do governors champion wellbeing across the school? 	GB
16.3	A request was made for a list of forthcoming meeting dates and school events to be circulated to the GB in advance.	HoS