



*"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 27<sup>TH</sup> SEPTEMBER 2022 at 7PM  
AT ST THERESA'S SCHOOL**

**FOUNDATION GOVERNORS (7)**

\*Fiona Kerin (FK) (31.08.2024) **Chair**  
\*Christine Fleming (CF) Awaiting reapptmt  
\*Fr. John Dermody (JD) Awaiting reapptmt  
\*Gerry Costello (GC) (31.08.2025)  
\*Jane Goring (JG) (31.08.2026)  
2 vacancies

**LA GOVERNOR**

\*Liz Cormack (LC) (27.01.2025) **Vice Chair**

**STAFF GOVERNORS (2)**

\*Barbara Costa - Executive HT (BC) Ex-officio  
\*James Troy – HoS (JT) (24.01.2026)

**PARENT GOVERNORS**

\*Nick O'Donnell (NO'D) (Aptd Sept 2019?)  
\*Halina Gibson (HG) (27.01.2025)

**Also in attendance**

\*Helen Holloway - Clerk

\*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 There were no apologies for absence. The meeting was quorate.

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

No late items.

**4. ELECTION OF CHAIR / VICE CHAIR**

4.1 Fiona Kerin was nominated and seconded and appointed as **Chair of Governors** for a term of one year.

4.2 Liz Cormack was nominated and seconded and appointed as **Vice Chair of Governors** for a term of one year.

**5. ANNUAL DECLARATIONS OF INTEREST / KCSIE**

All governors were reminded to sign their declarations on Governor Hub for this academic year. Instructions to complete the signing of declarations online were circulated to the GB

**6. GOVERNORS CODE OF CONDUCT**

6.1 The Governors Code of Conduct was circulated to the GB ahead of the meeting. The Clerk will upload a declaration for Code of Conduct on Governor Hub for governors to sign. **ACTION: GB**

6.2 A discussion took place about the AUP. The Clerk will upload a declaration for the AUP on Governor Hub for governors to sign. **ACTION: GB**

**7. GB MEMBERSHIP**

7.1 Jane Goring has been re-appointed as a Foundation Governor with effect from 01.09.2022.

7.2 Applications for reappointment as foundation governors are ongoing for Rev. John Dermody's and Christine Fleming. **ACTION: Clerk**

**8. COMMITTEE MEMBERSHIP FOR 2022-2023 / TERMS OF REFERENCE**

8.1 The Committee Terms of Reference (ToR) for each committee will be reviewed at the first committee meeting of the academic year. The ToR will be presented to the GB for approval at the next GB Meeting. The ToR's will be merged into one folder on Governor Hub for easier access.

**ACTION: Clerk**

**9. GOVERNORS RESPONSIBILITIES**

9.1 The following link governor roles were agreed by the GB:

- Safeguarding Governor      Jane Goring
- SEND Link governor      Halina Gibson
- RSE Governor      Jane Goring
- Health and Safety      Nick O'Donnell

**10. SCHOOL MISSION STATEMENT**

10.1 The HoS circulated the School Mission Statement to the GB ahead of the meeting. A discussion took place and in conclusion it was agreed not to change the School Mission Statement this year.

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

11.1 The GB **APPROVED** the minutes of the previous meeting held 14<sup>th</sup> July 2022 as an accurate record. The Chair signed the minutes at the meeting and the minutes were left with the EHT at the school for filing.

**MATTERS ARISING FROM PREVIOUS MEETING**

	Action	By Whom
11.2	(minute ref: 6.4) School Day. The GB discussed the white paper recommendation on 32.5 hours attendance in school. The GB also and considered the staff request to shorten the school day by 15 minutes. In conclusion to the discussions the GB	

	<b>AGREED</b> not to shorten the school day at St Theresa's.	
11.3	(Minute ref: 6.4) The GB agreed to revisit (Sept 2022) the proposal for shortening the school day again.	GB to revisit again in Sept 2023
11.4	(Minute ref: 9.2.1) The minutes of the summer term 2 Finance and Resources Committee meeting will be posted on Governor Hub. The minutes will be presented to the Resources cOmmittee on 17 <sup>th</sup> October for	The minutes will be presented to the Fin & Res Committee on 17 <sup>th</sup> October for approval and then circulated to the GB.

## 12. EXECUTIVE HEADTEACHER'S ITEMS

### School Improvement Plan

12.1 The draft School Improvement Plan 2022-2023 was circulated to the GB for review ahead of the meeting. The EHT highlighted the following:

### 12.2 Governance leadership and management

The EHT reported the governance targets in the SIP will include:

- Any recommendations from the GB self-evaluation audit, which was submitted to Barnet for review in July 2022.
- Strategies to continue building collaboration between the two schools in the partnership.
- Working towards financial sustainability.
- Introducing structured visits during the school day.

The GB **AGREED** each committee will review and report back at the next GB meeting re: targeted governor visits for the year.

**ACTION: Committee Chairs**

12.3 The EHT highlighted the SIP priorities for 2022-2023:

#### Quality of Education

- Phonics.
- EAL (Increased number of EAL additions to pupil roll).
- Infant team leader to embed use of new reading scheme "Little Wandle".
- Writing outcomes to improve.
- Behaviour and attitudes (noted two classes are poor in behaviour and attitude for learning).

QUESTION: Has there been any improvement with the two classes so far this term?

R: Yes, it is much quieter in the classroom. The pupil behaviour on an educational trip was also improved. Parents of the pupils appear to be more engaged.

- Attendance – Increase attendance.

#### Personal Development

- Personal Development – continue getting children engaged with the use of outside experience / educational trips.

#### Leadership and Management

- Managing staff workload and wellbeing.
- Action plans being drafted for middle leadership.
- Subject leaders to present at Curriculum Committee. (Noted subject leaders are now in place for all subject except music and modern foreign languages.

#### Early Years

- External company (Barkers) finishing works on site.

12.3 The SIP will be updated and the revised SIP will be circulated to the GB ahead of the next GB Meeting ready for approval. **ACTION: EHT**

### **13. CHAIR'S ITEMS**

13.1 The Independent Financial Review commissioned by the Diocese of Westminster is now complete. The report has been received and it will be reviewed in the Finance Committee. **ACTION: Chair of Finance Committee**

### **14. POLICIES FOR APPROVAL**

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

- Staff Code of Conduct Policy
- Online Safety Policy
- Pay Policy
- Admissions Policy
- SEND Policy

14.2 The **Child Protection Policy** will be emailed to the GB again and any comments to be sent to the EHT by Monday at the latest.

14.3 **Scheme of Delegation** will be presented to the GB for review at the next GB meeting in autumn term 2.

### **15. SAFEGUARDING**

15.1 The HoS reported one referral to the MASH team has been made and the school is awaiting a response.

### **16. CORRESPONDENCE**

*See Chair's items – agenda item 13*

### **17. ANY OTHER BUSINESS**

17.1 Governors were invited to attend any of the following events:

Safeguarding Training: Tuesday 3<sup>rd</sup> January 2023 12.30pm to 3.30pm – Safeguarding Inset for all staff (St T and OLOL).

Phonics Meeting Year 1 3<sup>rd</sup> November 2022 at 3.45pm

Parents' Open Evening 15<sup>th</sup> November 2022 at 9am / 1.30pm / 7pm



## MATTERS ARISING FROM GB MEETING HELD 27.09.2022

Ref.	Action	By Whom
5 6.1	<p>All governors were reminded to sign their declarations on Governor Hub for this academic year.</p> <ul style="list-style-type: none"> <li>- Declarations of Interest</li> <li>- KCSIE</li> <li>- Code of Conduct</li> <li>- AUP</li> </ul> <p>Instructions were circulated to the GB and can be found on Gov Hub (GB Meeting folder 27-09-2022)</p>	GB
8.1	Committee Terms of Reference to be reviewed at first Committee meeting and returned to Clerk to distribute to the GB for approval at next GB meeting (Nov 2022)	Committee Chairs
11.3	The GB agreed to revisit (Sept 2022) the proposal for shortening the school day again.	Revisit again in <b>Sept 2023</b>
11.4	The minutes of the summer term 2 Finance and Resources Committee meeting will be posted on Governor Hub.	Chair of Resources
12.3	Completed draft SIP to be circulated to the GB for approval at next GB Meeting (Nov 2022)	EHT
14.3	Scheme of Delegation to be presented to the GB at next GB Meeting (Nov 2022)	EHT / HoS
17.3	Committees to set dates of committee meetings for the year ahead.	Committee Chairs