

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 11 DECEMBER 2014

FOUNDATION GOVERNORS

*Father Mark Connolly
*Mrs Nikki Dias
*Mrs Sharon Jobson
*Mr Dominic Keogh
*Father John McKenna
Mr Uche Mere
*Mr Peter Moger
*Mrs Lisa Sturley (Chairman)

ELECTED PARENT GOVERNORS

*Ms Naomi Holloway
*Mrs Alexandra Stavrou
Mrs Allison Waldron-Daly

STAFF GOVERNORS

*Mrs Eileen Quigley (Headteacher)
*Mrs Eleanor (Ellie) Carruthers

LA GOVERNOR

*Mr Gordon Fisher (Vice Chairman)

*denotes member present

NON-VOTING OBSERVER

Mrs Mary Ainger (Associate Headteacher)

In Attendance

Mrs Sheila Bennett (Clerk)

PART I

The meeting opened with a prayer.

14/127 **WELCOME**

The Chairman thanked everyone for attending the second autumn term meeting for the academic year 2014/15.

14/128 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence had been received and were accepted from Uche Mere and Allison Waldron-Daly.

14/129 **DECLARATIONS OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

There were no declarations of pecuniary interest in the agenda.

14/130 **PART I MINUTES OF THE MEETING DATED 23 SEPTEMBER 2014**

The Part I minutes of the meeting held on 23 September 2014 were **CONFIRMED**, initialled and signed by the Chairman as a fair representation of that meeting.

14/131 **MATTERS ARISING FROM THE MEETING DATED 23 SEPTEMBER 2014**

The Chairman checked through the actions not dealt with elsewhere:



14/97 Training on School Data The Headteacher confirmed that she had reported on the progress of the children in the Pupil Premium and Free School Meals (FSM) categories to the Standards Committee and in her report.

14/102 Annual Register of Business Interests At the request of the Chairman, the Headteacher was asked to check that all Governors had now completed and returned the Annual Register of Business Interests form. The Clerk undertook to send a further copy of this form to Sharon Jobson.

Action: Headteacher/Clerk

14/104 Matters Arising: Payment of Sundry Items This matter would be carried forward to the first spring term meeting.

Action: Father Mark

14/105 Matters Arising: Fundraising The Chairman confirmed that the draft letter had been received from Uche Mere and would be sent out to parents shortly.

Father John & Alexandra Stavrou arrived.

14/106 Verbal Report of the Headteacher: Secondary Transfer As requested by Governors, information on the transition of Yr 6 children to secondary school had been included in the Headteacher's report.

14/106 Verbal Report of the Headteacher: Teaching The Headteacher had provided Governors with this information.

14/106 Verbal Report of the Headteacher: Self Evaluation Form (SEF) & School Improvement Plan (SIP) The Headteacher had included the SEF and the SIP with the agenda.

14/106 Verbal Report of the Headteacher: Behaviour & Safety The importance of undergoing Disclosure & Barring Service (DBS) checks was emphasised. The Chairman asked the Headteacher to make sure that checks were in place for all Governors. The Headteacher undertook to do so. She added that all staff had been fully checked, and unless contractors could show that they were compliant with this check, they were not allowed on site.

Action: Headteacher/All Governors

14/107 Reconstitution of Governing Bodies This item would be deferred to the second spring term meeting.

Action: Clerk

14/109 Evaluation of Governors' Remit The Headteacher confirmed she had recirculated the Governors' Visit Protocol and Policy.

14/110 Safeguarding, E-Safety & Data Protection This matter was in hand and further safeguarding training would be available in the spring term

14/112 Annual Review of Committee Structure, Membership & Terms of Reference The Headteacher confirmed that this review had taken place during committee meetings that term.



14/113 Training Link Governors' Report Alexandra Stavrou confirmed that she had circulated the links to Governors.

14/115 Education & Skills Director's Reports: School Improvement A response had been sent in respect of this consultation, the results of which were now available. The Headteacher had attended a recent meeting on this matter and reported that the council was expected to go ahead with the Joint Venture.

14/115 Education & Skills Director's Reports: Governing Body Checklist A copy of this had been sent to the Chairman and Headteacher by the Clerk. Governance had been covered in the training provided by Miranda Perry, a Lead Ofsted Inspector, prior to the Governing Body meeting of 26 June 2014.

14/132 **PART I MINUTES OF THE EXTRAORDINARY MEETING DATED 23 OCTOBER 2014**

The Part I minutes of the extraordinary meeting held on 23 October 2014 were **CONFIRMED**, initialled and signed by the Chairman as a fair representation of that meeting. There were no matters arising.

14/133 **REPORT OF THE HEADTEACHER**

The Headteacher's report had been circulated prior to the meeting and was tabled. Governors were asked for any questions.

More Able, Gifted & Talented

A Governor wanted to know how participation in special days for children in this category was communicated to the other children. The Headteacher said that more able children were talented in a variety of different ways. Teaching staff made sure that these opportunities were fair across the School. She emphasised that not the same children went every time. The Deputy Headteacher also made the point that the children were supportive of each other.

English as an Additional Language (EAL)

The Headteacher was asked how children in this category were managed, especially in the year groups in which there were a large number of these pupils. The Headteacher said that inclusive Quality First Teaching and targeted provision was the key to achieving good outcomes for all children. She explained that it was important to track at which stage of acquiring English the children were at and how well they were progressing. Governors noted that a high number of children in the EAL category were proficient in English. Early identification of children at risk of underachievement and successful actions to counter this was part of the School Improvement Plan (SIP) and was one of every teacher's targets.

A visit to Northside Primary School, which specialised in EAL provision, was planned for next term. The Headteacher said that this visit would enable staff to observe more specific interventions and strategies that might not have been considered.

School Data Dashboard, RAISEonline & Fischer Family Trust Data

The Headteacher had included links to these sites in her report. She urged Governors to look at this information online. They would be able to view the School's progress in relation to other schools nationally; the groups of children performing best and those least, as well as attendance.

The Headteacher was pleased to say it was a very positive picture. Governors requested further information on interpreting data. The Headteacher undertook to arrange an overview of school data with Lisa Aldridge at the next Governing body meeting.

Action: Headteacher/Clerk

School Performance Tables

The Headteacher had given full information on predictions, targets and specialist support in her report. She was delighted to say that 98% of the children had achieved Level 4+ in the 2014 SATS. The School had been joint second in the borough for progress measures and fourth for achievement.

Governors questioned the Headteacher on the baseline information and predictions for Yr 4 children. They wanted to know why some children listed as being below expectations were predicted to be still below in June 2015. The Headteacher explained that this year these children would be catching up on the national curriculum as they had started from a low base in Yr 2. They were expected to make much better progress the following year. Governors noted that the teachers had identified the children requiring more support. Strategies and interventions were in place to help them improve their progress. Governors would be able to follow their progress on the in-year progress table.

Safeguarding

Internet Safety The Headteacher reported on a serious safeguarding issue that had come to the knowledge of the School. Some children using Skype while at home had become involved in inappropriate conversations with strangers. The Child Exploitation & Online Protection Centre (CEOP) had been informed and letters of explanation had been sent to all Yr 4 and Yr 5 parents.

The Deputy Headteacher spoke about the School's duty to get parents into school to understand the dangers their children could easily encounter on the internet. The importance of more parental control would be emphasised to parents. The Chairman said that software, such as Minecraft, very popular with children at present, were not as safe as parents assumed. She added that changes relating to the internet were happening rapidly and Governors needed to keep as up to date as possible. At the Chairman's request, the Headteacher undertook to send a letter out to the whole School on this matter.

Action: Headteacher

Single Central Record The Headteacher spoke about the necessity for the School to keep a Single Central Record of safeguarding checks for all staff, students, volunteers and Governors. Schools now had the added responsibility to ask staff to

complete a form to confirm that no-one in the house in which they lived had a criminal conviction.

External Safeguarding Audit & Safeguarding Training The Headteacher said that, following an internal safeguarding audit, a decision had been made to pay for an external audit of the safeguarding procedures in the school to confirm that they were rigorous and fully in place. Further safeguarding training would be taking place in March 2015 to ensure that this was up to date for every Governor.

Designated Safeguarding Officers & Safeguarding Team In response to a query, the Headteacher confirmed that she was the Designated Safeguarding Officer and Mary Ainger was the deputy. The number of children with safeguarding concerns by year group and category was given in the report. The Safeguarding Team within the School included Elena Print, Jo Issacs and Ali Mahaffey, the prospective Foundation Governor. Ali Mahaffey's many years of experience and expertise in the child protection unit of the police force was invaluable to the School.

Awards

Governors were very pleased to note that the Healthy Schools and the Science Silver Awards had both been achieved. Interviews in relation to gaining the Inclusion Mark would take place in January 2015. Nikki Dias was thanked for her assistance with this. Other awards that the School was working towards were those for Arts and PE. The Headteacher said that these awards acknowledged the hard work of teaching staff in the School.

Good On Ya

The Headteacher showed Governors this box that was kept in the staff room. Staff were asked to place a note in the box when grateful for support or other help from their colleagues. A certificate was then privately given by the Headteacher to that person staff to acknowledge their kindness.

14/134 TERM DATES FOR 2015/16

These term dates, which were in line with other local Catholic Schools, had been considered by Governors and **AGREED** by an email vote on 17 November 2014.

14/135 SCHOOL IMPROVEMENT PLAN (SIP)

The SIP for 2013/14 had been reviewed and distributed with the agenda. This document had been RAG (red, amber, green) rated, which clearly showed that most actions had been achieved.

The new SIP was in the process of being produced for whole-school development. The Headteacher said that behaviour & learning objectives would be focused on during this academic year. An emphasis would be on ensuring all children were fully aware of their targets. Areas of development would be looked at to make sure the achievement of all groups was outstanding.

A further theme would be on improving Reading across the School.

British Values would be promoted during this academic year. A report on this would be provided for the Standards Committee. Eleanor Carruthers reported on a training day for staff in London on British Values. This had included a tour of the Tate Gallery and a visit to the Shard. Governors heard that this had been a good day with very positive outcomes such as team bonding with the new teachers. It had also inspired some exciting displays around the School. The Headteacher hoped to repeat this event at a later date.

Governors were reminded that the Ofsted inspection handbook was available online. At a Governor's request, she undertook to circulate the link to everyone.

The Headteacher undertook to send a copy of the SIP to every Governor on completion.

Action: Headteacher

14/136 **SELF EVALUATION FORM (SEF)**

The SEF, which had been reviewed and sent to all Governors with the agenda, had been shared with the Standards Committee. The areas of development, which would form part of the new SIP, were as follows:

- The delivery and assessments of the new curriculum
- Identifying and closing progress gaps in each class
- Preparing children for 21st Century Britain through delivery of Spiritual, Moral, Social & Cultural development (SMSC)

The Headteacher was working with Miranda Perry on the new SEF and this would be sent to all Governors when completed. They were very pleased to hear that the School judged itself outstanding in all areas.

14/137 **PUPIL & SPORTS PREMIUM**

School data on Pupil Premium had been looked at in depth by the Standards Committee. At present 16% of the children were eligible for this funding; £84,500 would be received this academic year for 65 pupils.

The funding for Sports Premium last year had been £5,400. The funding for this academic year had not yet been received.

The Pupil Premium Report and Action Plan, and the Sports Premium information had been published on the School's website.

14/138 **EVALUATION OF GOVERNORS' REMIT**

Naomi Holloway had visited the School on 17 November 2014. The focus of her visit had been the achievement review and target setting. A report of this visit had been included with the agenda.

The Chairman reminded all Governors of the importance of recording their visits and sharing their experience with other members of the Governing Body.

14/139 **SAFEGUARDING, E-SAFETY & DATA PROTECTION**

These matters had been discussed earlier in the meeting under item 14/133.

14/140 **REPORTS OF COMMITTEES**

Catholic Life

The minutes of the meeting held on 28 November 2014 had been circulated previously. Father Mark gave an overview of this meeting. Safeguarding was now a standing item and statutory policies had been considered. A further meeting had taken place the previous week, for which minutes were not yet available.

Premises

The minutes of the meetings held on 18 June and 8 July 2014 had been included with the agenda and were noted. Arising from the minutes:

Sports Facilities Dominic Keogh spoke about the multi-use games area (MUGA) pitch which was to be installed at a cost of £8,000. The Headteacher said that this would provide an extra teaching space for different ball skills and other activities.

Dominic Keogh was keen to introduce more competitive sports in the future. He spoke about his aspiration to have a football pitch or running track installed on the premises to improve sports facilities for the children.

Health & Safety Walk Dominic Keogh and Alexandra Stavrou had taken part in a health and safety walk around the School and outside premises earlier in the term. Governors were pleased to hear that the School was in a good condition. Dominic Keogh highlighted the use of electronic boards throughout the School, and the many different ways they were used by staff. Concerns noted from the health and safety walk were:

- The need to check all the water taps in the School to ensure that if water was not safe for drinking in classrooms then it would be clearly labelled and water fountains would be provided.
- Ongoing problems with toilets needed to be addressed. It was noted that the visitors' toilets were due to be refurbished shortly.

Finance

Gordon Fisher, the Treasurer, reported on a recent meeting of this committee, for which minutes were not yet available. The following matters were discussed:

- The budget had been considered line by line. The few anomalies related to coding had been noted, and would be addressed. The End of Year Forecast had been reviewed and presented to the local authority (LA) in October 2014. Governors noted that £60,000 would be brought forward.



- Bench marking had been checked with three other local schools. The School had come out well, being on the lower side for most things, but with more money being spent on resources, which was felt to be a good balance. The School generated a great deal of its own income from clubs.
- The pay structure had been discussed.

There was no update on gift aid as Uche Mere was not present.

The Chairman suggested that Gordon Fisher should be allowed to sign Governing Body documents in her absence and this was **AGREED**.

The following information about the account balances was noted:

RBS Account: £4,791 A further bill was expected from the Diocese.

CAF Account: £5,910

Capital Account: £474.00

Flowers Account: £97.88

Standards

The minutes of the meeting held on 2 December 2014 had been distributed with the agenda and were noted.

14/141 ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP & TERMS OF REFERENCE

This matter had been discussed earlier in the meeting under item 14/131.

14/142 TRAINING LINK GOVERNOR'S REPORT

Alexandra Stavrou, the Training Link Governor, had emailed recommended courses to Governors, including the induction training for new Governors.

Nikki Dias had take part in training on the Special Educational Needs & Disabilities (SEND) Code of Practice, and recommended other Governors to book a course on this subject.

Training for Governors on Ofsted was planned later in the term.

14/143 GOVERNING BODY MEMBERSHIP

Alexandra Stavrou's term of office as a Parent Governor would end on 16 December 2014. She was thanked by the Chairman and Headteacher for her invaluable contribution over the past four years, especially on the Premises Committee and in promoting Governor training. The Clerk would hold a parent governor election early in the spring term.

Action: Clerk



14/144 **ANY OTHER BUSINESS**

There was no other business.

14/145 **WHAT HAVE WE DONE FOR THE CHILDREN?**

Changes to this standing item, to better reflect the Governing Body's aspirations for the children, were still being discussed.

14/146 **DATES OF COMMITTEE MEETINGS**

These dates had been previously arranged.

14/147 **DATES OF NEXT GOVERNING BODY MEETINGS**

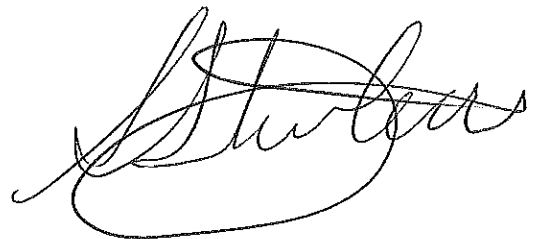
The spring term meeting dates were noted:

Thursday 22 January 2015
Thursday 26 March 2015

The suggested dates for the summer term meetings would be emailed to the Chairman and the Headteacher after the meeting.

14/148 **MOTION OF CONFIDENTIALITY**

It was **RESOLVED** that, because of its nature, the business to be transacted be treated as confidential and not for publication.

A handwritten signature in black ink, appearing to be 'D. Sturges', written in a cursive style.

22. 1. 15.