

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 7 MAY 2015

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 Allison Waldron-Daly
*Dr Alessia Errico

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 in prayer.

15/47 **WELCOME**

The Chairman thanked all Governors for attending the first summer term meeting.

15/48 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence had been received and were accepted from Allison Waldron-Daly, Nikki Dias, Dominic Keogh, Father John and Peter Moger.

Ali Mahaffey, a non-voting observer, had also sent her apologies as she was unable to come due to an emergency at work.

15/49 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

There were no declarations of pecuniary interest in the current agenda.

15/50 **PART I MINUTES OF THE MEETING DATED 26 MARCH 2015**

The Part I minutes of the meeting held on 26 March 2015 were **CONFIRMED**, initialled and signed by the Chairman as a fair reflection of that meeting.



15/51 **MATTERS ARISING**

The Chairman checked through the actions not dealt with elsewhere:

15/28 Matters Arising: Verbal Report of the Headteacher: Social, Moral, Spiritual & Cultural (SMSC) Development Naomi Holloway would be liaising with Mary Ainger, on the use of the SMSC grid.

Action: Naomi Holloway/Mary Ainger

15/28 Matters Arising: Verbal Report of the Headteacher: Leadership & Management – Self Evaluation Form (SEF) Naomi Holloway confirmed that the wording in the Achievement section of the SEF was now clear.

15/29 Report of the Headteacher: Achievement Naomi Holloway confirmed that the achievement data had been reviewed by the Curriculum Committee.

Ellie Carruthers joined the meeting.

15/29 Report of the Headteacher: Staff Absence Naomi Holloway had checked the national and borough benchmarks relating to staff absence in schools. She was pleased to report that the school's data was not below the threshold. When questioned further on the management of staff absence, the Headteacher replied that staff attendance would continue to be monitored in accordance with the Staff Attendance Policy.

15/52 **VERBAL REPORT OF THE HEADTEACHER**

Governors were given a short update by the Headteacher:

RE Inspection

Governors were very pleased to hear that an excellent report had been received following the RE Inspection held on 24 April 2015.

The Headteacher wished to record thanks to Mary Ainger and all the staff for their dedication and hard work relating to the inspection of the Catholic life of the School. She thanked the Chairman for representing the Governors, and Father Mark and Father John for representing the Parishes. She also paid tribute to the parents. She said their wonderful support of the School and very positive comments had helped to reflect the contribution of the whole community, and this had culminated in a superb result. Governors heard that Sister Mary-Jo from the Diocese of Westminster (the Diocese) had telephoned to congratulate the School, and had asked the Headteacher to help share good practice in this area with other schools.

Staffing

The Headteacher had a meeting with the Senior Leadership Team (SLT) regarding succession planning. They had looked at all aspects of governance, senior leadership and each area of the School, in relation to the most up-to-date Ofsted criteria. The Headteacher was satisfied that she was leaving the School in good shape and plans were in place for the School's continued success.

Ofsted

The Chairman reminded Governors of the need to be prepared for Ofsted and to review typical Ofsted questions. Governors had received training on this with Miranda Perry, Lead Ofsted Inspector, in June 2014.

Following further discussion, the Chairman undertook to circulate more information to assist Governors, and ensure that they felt confident in this area of governance.

Action: Chairman

Uche Mere joined the meeting.

15/53 UPDATE ON THE RECONSTITUTION OF THE GOVERNING BODY

Governors noted that the new Instrument of Government for the reconstituted Governing Body, consisting of fourteen Governors in total, had now been approved by the Diocese. The Chairman and Father Mark signed and dated the document.

The Clerk undertook to send this back to the Diocese in order to seek the Bishop's approval prior to it being processed by the local authority's (LA) legal department. Once the Instrument of Government had been fully approved, the Clerk would send every Governor a copy.

Action: Clerk

15/54 PUPIL PREMIUM

The Headteacher confirmed that the children in this category were making good progress and were at least in line with their peers who were not in receipt of Pupil Premium funding.

When questioned on the publicising of Pupil Premium funding and how the money was being spent, the Headteacher replied that this information was published annually on the website. Governors heard that Pupil Premium would be discussed in more detail at the autumn term meeting in September 2015, when the website would be updated with the latest information.

15/55 EVALUATION OF GOVERNORS' REMIT

The Chairman said that a self-review of all aspects of governance would be considered during the Challenge Partners Review, which was planned for 18 and 19 May 2015, and encouraged Governors to make themselves available.

15/56 SAFEGUARDING, E-SAFETY & DATA PROTECTION

Mary Ainger reminded Governors that the weekly meetings giving updates on these matters were held with herself, Jo Isaacs and Ali Mahaffey.

Governors heard that the School had bought into Behaviour Tracker. This software enabled staff to collect and analyse behaviour data to see if any trends were developing. Any cause for concern, for any reason, was then addressed. The Headteacher spoke about recent problems with the Behaviour Tracker software. When questioned further, she confirmed that Kim McKenzie was in touch with the company concerned with a view to rectifying these difficulties as quickly as possible.

Governors noted that, once every term, a Safeguarding meeting took place with the Headteacher and SLT to go through Behaviour Tracker data in depth. Father Mark volunteered to attend this meeting to monitor the situation for the Governing Body. He would liaise with Mary Ainger over this.

Action: Father Mark/Mary Ainger

15/57 **REPORTS OF COMMITTEES**

Admissions

There had been no meeting of this committee that term. The Headteacher spoke about an issue regarding Nursery admissions that needed to be addressed. She explained that a separate meeting would be arranged to make sure that the criteria for admissions to the Nursery was clarified to parents and was being followed correctly.

Catholic Life

A meeting of this committee took place on 1 May 2015, the minutes for which were not yet available. Father Mark said that the RE Inspection, the liturgical calendar and a review of safeguarding policies had been the main issues discussed. The minutes would be emailed to Governors shortly.

Resources

Staffing The Headteacher said that, following discussions with the Resources Committee, it had been decided to hold a Staffing Committee meeting prior to each meeting of the Resources Committee. Governors heard that this was necessary because of the nature of some issues discussed by the Staffing Committee, which needed to be separate. This would allow Parent and Staff Governors who were excluded from the Staffing Committee to join the Resources Committee. The headlines from these Staffing Committee meetings would then be fed into the Resources Committee meeting directly afterwards.

Resources Gordon Fisher gave an overview of the meeting held on 6 May 2015, the minutes for which were not yet available:

- A new freezer in the kitchen was necessary now that the Free School Meals (FSM) for Key Stage 1 was in place and more meals were being served. Gordon Fisher was very pleased to report that he had observed the children enjoying their lunchtime meal. They were given more food on request, and the new culture was working very well.
- A review of spending and of the budget had been carried out. Anomalies relating to miss-coding had been fully checked and all queries had been resolved. Gordon Fisher said that the School's resources were being spent wisely.
- Governors also noted that consideration had been given to dining room refurbishment and outside landscaping. It had been decided to postpone these changes in order to allow the new headteacher scope to make these decisions.



- Furniture would be purchased for Yr 4 and Yr 5 to smarten up the classrooms and continue the culture of modern learning. The Headteacher said that schools' learning environments were changing quickly. She wanted to look at different types of environments for each year group to improve the quality of learning as the children moved through the school. These changes were expected to be in place by September 2015.
- Gordon Fisher said that the banking arrangements had been changed, on the recommendation of the LA, from the Co-operative Bank to NatWest. These new arrangements were working very well, with efficient online banking. Further improvements were expected.

Governors noted the following balances:

Capital Account £474.23

Flowers Account £247.86

Gordon Fisher thanked Father Mark for the yearly donation to this account from the Church. A Governor suggested that Father John should also be asked to make a contribution from his Church funds to this account. Sharon Jobson undertook to follow this up.

Action: Sharon Jobson

Governors' CAF Account £6,299

RBS Account (drawn by the Diocese) £28,468.85

Gordon Fisher said that the Diocese had yet to draw £13,000 from this account in respect of the replacement windows fitted last year.

£20,000 would also be spent on the Multi-Use Games Area (MUGA) to be built in July 2015.

The LCVAP grant for the new roof would cost £120,000. Governors would have to pay 10% of the £120,000 from their own funds to help pay for this.

Governors were informed that £2,500 would be moved from the Governors' CAF account to the RBS Account to meet the above commitments.

Staffing

The Headteacher said that, to support the new leadership of the School, the School was overstaffed at present. She gave details of how staff were being deployed, and added that this situation was possible because the budget was in a healthy position.

Governors also noted that a specialised PE teacher would be employed at a cost of £20,000 per year. This would be good value for money as it would then not be necessary to employ coaches for the children. When questioned, she explained that after-school sports provision would also be provided by the PE teacher.

Gordon Fisher reminded Governors that there would be a financial benefit if a new headteacher was not appointed straight away. He emphasised that a healthy budget to support the School was crucial.

Standards

The minutes of a meeting held on 30 April 2015 had been emailed to Governors and a copy was tabled for Governors' information.

Naomi Holloway gave an overview of this meeting, at which the successful outcome of the RE inspection had been discussed. The end of spring term progress and attainment data had also been considered. The Headteacher was in the process of evaluating the School Improvement Plan (SIP). This would be brought before the next Governing Body meeting.

Action: Headteacher/Clerk

Fundraising

Governors noted that £6,636 in gift aid was expected in August 2015.

15/58 TRAINING LINK GOVERNOR'S REPORT

Training Courses Uche Mere, the Training Link Governor, confirmed that information on induction courses for new Governors at both the School and Sacred Heart Catholic Primary School had been emailed to them. The induction course at the Diocese on 30 April 2015 had been well attended by Governors. He wished to encourage Governors to apply for any courses relevant to them.

Ali Mahaffey, Mary Angier and Jo Isaacs had received Level 3 Safeguarding training earlier in the year.

Governors' attention was drawn to an LA course on RAISEonline and interrogating school data. This would be held on 11 June 2015 from 7pm – 9 pm at the North London Business Park and was recommended for all Governors by the Headteacher. The possibility of arranging a whole-school course on this subject was considered, and would be investigated by Uche Mere.

Uche Mere asked Governors to contact him with any queries or feedback on courses attended.

Governors' Skills Uche Mere reported on the analysis of Governors' skills, which had highlighted a lack of legal, special needs and human resources knowledge. The Chairman was pleased to confirm that at present there were sufficient Governors with a financial background and questioned whether Human Resources had been properly completed as at least two Governors had direct experience.

15/59 EDUCATION & SKILLS DIRECTOR'S REPORT

The report for the summer term had been circulated with the agenda and the following items were noted:

1 Future Delivery of Education Services in Barnet

An update on the future delivery of support services to schools was given in the report for Governors to note.

2 The Provision of Additional School Places for September 2015

Information on present and future provision, to meet the increased demand for school places in the borough, was noted.

3 Reconstitution of Governing Bodies in Maintained Schools

This matter had been dealt with earlier in the meeting, under item 15/53.

4 An Update on the CAF, Barnet's new CAF Team and new e-CAF System

Governors noted this information, including the renaming of the Multi-Agency Support Team (MAST) as the CAF Team and that the e-CAF system went live in April 2015.

5 Free Early Education for Two-year-olds (FEE2)

Governors noted the information on this scheme, which was now a statutory duty for targeted groups of children. The Headteacher confirmed that the School did not offer education for this year group.

6 Making the Best Use of Teaching Assistants

Information on the new guidance and training to support schools to unlock the potential of teaching assistants was noted. Governors were reminded that staff had attended training at the Institute of Education on maximising the impact of teaching assistants, and that the School met Ofsted requirements in this area.

7 Publication of Governors' Details and the Register of Interests

Two new requirements for schools to publish information about members of their governing bodies on their websites were given in the report. It was noted that these requirements would be added to the Code of Conduct. This information would include:

- Their name;
- Category of governor;
- Which body appointed them;
- Their term of office;
- The names of any committees upon which the governor served; and
- The details of any positions of responsibility held.

Associate members would also be included, together with any committees on which they served for which they had voting rights.

Secondly, schools would have to publish on their website their register of pecuniary interests from 1 September 2015.

It was **AGREED** that the Headteacher would consider how the Governing Body's code of conduct should be updated to reflect these changes.

Action: Headteacher



15/60 **ANY OTHER BUSINESS**

Nikki Dias

The Chairman said that Nikki Dias, Foundation Governor, had informed her that she would be resigning from 1 September 2015, due to increased work commitments. The Chairman paid tribute to Nikki for her invaluable help and dedication to the Governing Body over the past six years.

Multi-Academy Trust

The Chairman gave Governors a report on her recent discussions with the Diocese about the possibility of pursuing this matter. Governors were aware that one of the schools that would have been part of this MAT had been put into a category following an Ofsted inspection. The three schools could not proceed until this situation had been resolved. It was not possible to predict when this process could be restarted, but the Chairman said that parents should be kept informed via the newsletter.

Action: Headteacher

The Headteacher asked the Clerk to distribute the term dates for 2016/17 to Governors. This matter would be discussed at the next Governing Body meeting. She confirmed, when questioned, that they did not exactly match the LA's term dates for that academic year.

Action: Clerk

Future Dates for the Diary

Headteacher's Leaving Party All Governors were invited to the Headteacher's leaving party on Saturday 11 July 2015 from 2 pm onwards at the School.

Leavers' Mass The Leavers' Mass would take place on Thursday 16 July 2015, to which everyone was invited.

Liturgy Service Governors were also invited to the Liturgy Service for the children on Friday 17 July 2015 at 9 am.

15/61 **DATES OF COMMITTEE MEETINGS**

These dates had been previously arranged.

15/62 **DATES OF NEXT GOVERNING BODY MEETINGS**

The following meeting dates were noted:

2nd Summer Term Meeting: Thursday 9 July 2015 at 7 pm
1st Autumn Term Meeting: Thursday 17 September 2015 at 7 pm
2nd Autumn Term Meeting: Tuesday 1 December 2015 at 7 pm

15/63 **MOTION OF CONFIDENTIALITY**

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

