MINUTES OF THE GOVERNING BODY MEETING OF ST CATHERINE'S CATHOLIC PRIMARY SCHOOL, ON TUESDAY 8TH OCTOBER 2024 AT THE SCHOOL AT 7.00 PM

PRESENT:

Name	Governor Type	Other Information	Term of Office	Present/Apologies/ Absent
Alessia Errico	Foundation	Chair	01.11.2024-31.08.2028	Present
Sylvia Lehrian	Foundation	Co-Vice Chair	01.09.2024-31.08.2028	Apologies
	Foundation			
Francesca Giacon	Foundation		01.10.2024-31.08.2028	Apologies
Peter Moger	Foundation		01.09.2021-31.08.2025	Apologies
Peter Collins	Foundation	Co-Vice Chair	01.09.2024-31.08.2028	Present
	Foundation			
Liz Reeve	Foundation		01.01.2023-31.08.2026	Present
Liam Hourican	Elected Parent		06.06.2023-05.06.2027	Absent
Serena Horgan	Elected Parent		07.10.2022-06.10.2026	Present
Fiona Winters	Elected Parent		26.01.2024-25.01.2028	Present
Maureen Kelly	Staff	Headteacher	Ex-officio	Present
Una Turner	Staff		08.06.2022-07.06.2026	Present
Gordon Fisher	LA		14.01.2021-13.01.2025	Apologies
Non-voting attendees				
Holly Evans				In attendance
Caroline Winston	Clerk		N/A	In attendance

PART ONE

1. OPENING PRAYER

1.1 The meeting opened with a prayer.

2. WELCOME & INTRODUCTIONS

2.1 The Chair welcomed everyone to the meeting.

3. APOLOGIES FOR ABSENCE

3.1 Consent was recorded to apologies for absence submitted on behalf of Sylvia Lehrian, Francesca Giacon, Peter Moger and Gordon Fisher.

3.2 Liam Hourican was recorded as absent.

4. DECLARATION OF INTEREST

4.1 No business or other interests were declared for this meeting.

4.2 Governors were reminded to complete on GovernorHub the annual declaration form, and to click to confirm that they had read the updates to KCSIE 2024.

4.3 The Code of Conduct was **ADOPTED.**

5. ELECTION OF CHAIR FOR THE ACADEMIC YEAR 2024-2025

5.1 Nominations were invited for the position of Chair and Alessia Errico was proposed and seconded. Upon a show of hands, it was **RESOLVED** that she be appointed Chair for the academic year 2024-2025.

6. ELECTION OF VICE CHAIR FOR THE ACADEMIC YEAR 2024-2025

6.1 Nominations were invited for the position of Vice Chair and Sylvia Lehrian and Peter Collins were proposed and seconded as Co-Vice Chairs. Upon a show of hands, it was **RESOLVED** that they be appointed Co-Vice Chairs for the academic year 2024-2025.

7. REVIEW OF COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

7.1 Committee Membership was reviewed and remained unchanged, other than Fiona Winters joining the Catholic Life Committee.

7.2 Terms of reference would be reviewed by committees at their next meetings.

8. SKILLS AUDIT

8.1 Governors were reminded to complete their skills audit forms and return them to the Clerk before the next meeting.

9. MINUTES OF THE MEETING HELD ON 4th JUNE 2024 AND MATTERS ARISING/ACTIONS

9.1 The minutes of the meeting held on 4th June 2024 were confirmed and signed by the Chair as a true record.

9.2 There were no matters arising.

10. HEADTEACHER'S VERBAL REPORT

10.1 The report of the Headteacher, copies of which had been previously shared on GovernorHub, was received and noted.

10.2 Arising from the report:

10.3 Roll It was noted that numbers on roll remained strong.

10.4 The Headteacher reported that there was one space in Year 1 as a child who was supposed to join did not and this had been a very last minutes change. This meant that the space could not be offered to another family within the admissions deadline date.

10.5 Governors noted that the school was still full for Census day as there were two children over the maximum which would have a positive impact on the budget.

10.6 Catholic Life of the School It was reported that staff and children from St Catherine's had attended Fr John's Thanksgiving mass at St Gregory's Church at the beginning of September. The St Catherine's Choir had sung the psalm and read the bidding prayers. The Headteacher said that it was a wonderful celebration with hundreds of people in attendance. The school was also very lucky to welcome Fr Godfrey to St Catherine's. Fr Godfrey would be the new Parish priest of St Gregory's.

10.7 The school then invited Fr John to a farewell assembly where the children shared their memories of their time with him and said thank you for everything he did for their community. Fr John had been very appreciative of the children's kindness and the gift he received on behalf of the staff and governors.

10.8 It was highlighted that in the month of October, the school would be praying the rosary, children would be learning the prayers and their significance to the Catholic faith. Classes would also celebrate Black History Month. At St Catherine's the curriculum in each year group recognised the contribution black communities and individuals had made to society. The Headteacher said that this was taught every week of the school year and not just during Black History Month.

10.9 Each year group had been asked to donate a food item as the school prepared to celebrate Harvest. The children would be having Harvest celebrations in the year group phases. Parents had been

invited to join in with the celebration. The food donated would be going to the local Barnet Food bank.

10.10 EYFS It was noted that the new Reception children had all settled into their new classes and routines extremely well.

10.11 The Headteacher said that tours of the school for prospective families joining 2025 would be starting next Monday.

10.12 Attendance It was highlighted that overall attendance for 2023/2024 had been 96.76%.

10.13 Achievement – Standards 2023-2023 The Headteacher had reported on the expected standard reached by each year group for 2023/2024. All children had been included.

10.14 The progress and achievement of groups would be discussed in the Learning and Achievement Committee.

10.15 It was noted that the outcomes in Year 6 in the SATs had been strong compared to Barnet and National data.

10.16 Household Support Fund The Local Authority were providing schools with money to distribute to vulnerable and disadvantaged families. The SLT had identified 60 children who would benefit from this fund. Parents of these children would be provided with £42.30 per child.

10.17 PE and Sports Premium Update The PE and Sports Premium for this academic year had been confirmed in June 2023, when it was announced that the funding would be available for 2 years.

10.18 The School would receive approximately £19,580 this year and information on how this was spent for the last academic year was available on the school website under PE.

10.19 The Headteacher reported that, over the Summer holidays, the school was awarded their Gold School Games Award which rewards schools for their commitment to the development of competition across their school and into the community.

10.20 Staffing It was reported that the school had welcomed Miss Pieri to the teaching staff. The Headteacher explained that Miss Pieri taught in Year 1 and was an ECT. Mrs Mehilli would also be embarking on her ECT qualification as one of the Reception teachers.

10.21 There was also two other ECTs who were currently in the second year of their training.

10.22 There had also been some new TAs recruited.

10.23 Inclusion It was noted there were currently six children on roll with an EHCP, with a further 2 being finalised and three more being submitted.

10.24 There had been no MASH referrals this term, but there were children on Child Protection (CP) plans.

10.25 Training It was noted that there had been some change over in support staff which meant that additional training had been required, especially in TEACCH – support for autistic learners.

10.26 Pupil Premium Numbers Governors were informed that approximately 10% of the school population were disadvantaged. The school continued to buy in to the LA checking service to identify these children.

10.27 Exclusion & Discrimination Reports There were none to report.

10.28 Communication with Parents It was noted that school curriculum meetings for Year 1 to Year 6 had been carried out. Parent Partnership meetings and the PTA AGM had also taken place.

10.29 Policy Monitoring & Overview A full list of policies which had been reviewed were noted. These would be discussed later in the meeting.

10.30 Appraisals Teacher appraisals were taking place this month. Teachers were requested to provide evidence showing how they had met their targets and would then set new targets with their reviewer. These needed to take place by 31st October in accordance with statutory guidelines.

10.31 Health & Safety and Premises Update The varied list of special works and routine maintenance, servicing and repairs undertaken over the summer were noted.

10.32 There remained an ongoing issue with the two leaks in the staffroom roof, with water pouring through at times of heavy rainfall.

10.33 **ASKED** when Mr Betts was leaving the school, the Headteacher said that this would be at the end of March.

10.34 Residential Trip Children in Year 4 had visited Cuffley Camp the previous week for 2 days and one night on 3rd October 2024. The parents in Year 4 had their meeting with the Cuffley Camp leader Mrs Turner, who had taken over the residential trips in Mrs Whatley's absence. There had been a very high uptake from the children who had been excited about the opportunity to spend time away with their year group.

10.35 Children in Year 6 would be visiting Tolmers Activity Centre in May 2025 for 4 days and 3 nights. This followed the successful residentials from the last academic year where staff and children felt safe and had thoroughly enjoyed the experience.

10.36 SIP The SIP for the new academic year had been shared with Governors.

10.37 The Headteacher said that, as a staff, a decision had been made to carry over the priorities from the previous year to allow them to be fully embedded throughout the school.

10.38 The SIP would be reviewed in full by the Learning & Achievement Committee and Catholic Life Committee at their next meetings.

10.39 **ASKED** whether there was a threshold for the number of pupils per class, the Headteacher said that in KS2 there was not, but the school would not admit more than 32 to a class due to the size of the rooms. It was explained that in KS1, you could not admit over the threshold of 30 per class. If this did happen, then an additional teacher would have to be employed for the class.

10.40 **ASKED** whether there were waiting lists for full classes in the school, this was confirmed.

11. UPDATE ON MENTAL HEALTH AND WELLBEING

11.1 The school continued to develop innovative ways of supporting staff wellbeing.

11.2 The teaching staff appraisal process was currently underway, and teachers had been allocated release time for these one-hour meetings rather than having to do them after school in their own time. This supported wellbeing and retention of staff.

11.3 For the children, the suggestions and ideas box in Key Stage 2 continued to be successful. Children were also regularly reminded which adults they could go to if they wanted to discuss any issues.

11.4 The emotion registers used in KS1 were also proving successful.

11.5 The SLT ensured that any new members of staff were fully trained in the use of these strategies.

11.6 The School had maintained its Gold Award for their work on mental health.

11.7 **ASKED** whether the sensory room was still in use, this was confirmed.

12. SAFEGUARDING

12.1 Sylvia Lehrian, Safeguarding Governor, would be attending a meeting with the Headteacher.

12.2 An up-to-date Safeguarding and Child Protection Policy was in place and staff were fully trained on safeguarding procedures.

13. UPDATE ON ACADEMISATION

13.1 Governors heard that a meeting of the five Barnet Catholic schools had taken place in the summer term. It had been agreed that the Headteacher write to Cannon Dunne to advise that the schools wished to form a Barnet Catholic MAT and she had sent this letter at the end of June 2024.

13.2 The Headteacher said that, despite chasing up this matter on a number of occasions including at the start of the Autumn term, she was yet to receive a response.

13.3 The next meeting of the Catholic schools involved was scheduled to take place on 22nd October 2024.

13.4 The Headteacher expressed her disappointment that, despite the schools trying to be proactive with their academisation, they were getting no response from the Diocese on this.

13.5 Governors were reminded that it had been proposed that the school join a MAT in Harrow which they had felt would not be a viable option due to distance.

13.6 **ASKED** whether it was beneficial to the school to be driving forward the Barnet MAT proposal, the Headteacher said that it would be as they would have more control.

13.7 A brief discussion ensued about the other Barnet schools involved and factors which might affect their ability to academise, including low roll numbers and subsequent deficit budgets.

14. REVIEW OF POLICIES AND DOCUMENTS

14.1 A full list of policies had been shared on GovernorHub following their review by the SLT. These included for approval:
- Safeguarding and Child Protection Policy
- Child on Child Abuse Policy
- Whistleblowing Policy
- Teaching and Learning
- Behaviour Policy
- Accessibility Policy & Plan
- Equalities Statement & Plan
- EYFS Policy
-Supporting Medical Conditions Policy

14.2 The policies were **RATIFIED.**

14.3 The Anti-Bullying Policy and SEND Policy were due to be reviewed in November 2024.

15. GOVERNOR TRAINING

15.1 The links to the Diocese of Westminster and Barnet training programmes were noted.

15.2 Governors were asked to update the training tab on their GovernorHub profiles if they attended any training.

16. ANY OTHER BUSINESS

16.1 There was none.

17. WHAT WAS THE IMPACT ON THE CHILDREN

17.1 The impact of the Governors' work was as follows:

- The Governors continued to monitor and implement strategies to ensure the wellbeing of the staff and children.
- Pupils' academic outcomes continued to be strong.
- The embedding of Catholic Life was visible throughout the school.
- Pupils in Nursery and EYFS were happy and settled.
- Pupils were benefiting from exciting enrichment trips.
- The Household support Fund was supporting disadvantaged and vulnerable pupils.
- Maintenance work to the premises meant that the children were working in a safe and pleasant environment.

18. DATES OF NEXT MEETINGS

18.1 The date of the next meeting was confirmed as **Tuesday 28th January 2025 at 7.00 pm.**

There being no further business, the meeting closed.