MINUTES OF THE MEETING OF THE GOVERNING BODY OF ST CATHERINE'S CATHOLIC PRIMARY SCHOOL HELD ON TUESDAY 7TH OCTOBER 2025 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
vacancy	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
vacancy	Foundation			
Liz Reeve	Foundation		01.01.2023-31.08.2026	Present
vacancy	Elected Parent			
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		26.05.2025-25.06.2029	Present
Non-voting attendees				
Fr Godfrey	Prospective Governor			In attendance
Nicki Whatley	SLT			In attendance
Jane Pemberton	SLT			In attendance
Caroline Winston	Clerk		N/A	In attendance

PART ONE

The meeting opened with a prayer.

1. WELCOME & INTRODUCTIONS

1.1 Governors were welcomed to the meeting and Fr Godfrey was given a special welcome to his first meeting.

2. APOLOGIES FOR ABSENCE

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

3. DECLARATIONS OF INTEREST

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

3.2 Governors were reminded to complete on GovernorHub the annual declaration form, and to click to confirm that they had read the updates to KCSIE 2025.

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

4. APPOINTMENT OF CHAIR FOR THE ACADEMIC YEAR 2025-2026

4.1 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 2025-2026.

5. APPOINTMENT OF VICE CHAIR FOR THE ACADEMIC YEAR 2025-2026

5.1 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 2025-2026.

6. REVIEW OF COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

6.1 Committee Membership was reviewed and remained unchanged.

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

6.3 Governors were informed that Liam Hourican had stepped down from the Governing Body.

6.4 A Parent Governor election nomination period had recently closed and there had been one nomination for the role. The Headteacher gave a brief overview of the new governor's skills and links to the school.

7. MINUTES OF THE MEETING HELD ON 26TH JUNE 2025 AND MATTERS ARISING

7.1 The minutes of the meetings held on 26th June 2025, copies of which had been previously shared, were confirmed and signed by the Chair as an accurate record.

7.2 There were no matters arising or actions.

8. HEADTEACHER'S REPORT

8.1 The report of the Headteacher, copies of which had been shared with governors, was received and noted. Arising from the report:

8.2 Roll It was highlighted that there were 467 children on roll out of a total of 480 spaces, which included the two-year old provision. The spaces were mostly in the Nursery which was impacted by the parent funding system.

8.3 **ASKED** what the capacity was for the two-year old provision, it was reported that this was 10 per session. There were 39 children in the three-year-old sessions.

8.4 Governors were reminded that the roll needed to be as full as possible for census day and the school would be as they were over capacity in some year groups.

8.5 Catholic Life It was highlighted that Fr Godfrey celebrated the beginning of new year mass in the school hall, which was well attended by the parents. The children who made their Holy Communion earlier this year led the mass. Fr Godfrey had very kindly agreed to celebrate all the year group masses this year. The dates had been shared with the parents in July. As a community, this was an important part of the liturgical year.

8.6 In the month of October, the school community would be praying the rosary. Children would be learning the prayers and their significance to the Catholic faith.

8.7 The Headteacher reported that the school would celebrate Black History Month. It was explained that the curriculum in each year group recognised the contribution black communities and individuals had made to society, this was taught every week of the school year through the diverse curriculum. However, the LA were insistent that schools signify Black History especially this month. The children in each year group would learn about significant black individuals from history who had made a positive impact in communities, both local and across the world. Their work would be displayed in a corridor display which would be there for the whole academic year. Children had also been asked to carry out a show and tell where they had carried out research on a figure/figures from

Black History or even share their family history with the rest of the class throughout the month of October.

8.8 Each year group had been asked to donate a food item as the school prepared to celebrate Harvest in school. There would be Harvest celebrations in the year group phases. Parents had been invited to join in celebration. The food donated would be going to the local Barnet Food bank.

8.9 The Headteacher reported that Tony Gorton, an RE Consultant, had been working with the SLT and teaching staff in helping them prepare for the forthcoming RE Inspection. He had also met and carried out training for the governors in the Catholic Life Committee.

8.10 Tony had been very complimentary about St Catherine's and had recommended that they strive for Outstanding. The School had also been supported by the Diocese Consultant Flic, who had said that they were in a strong position.

8.11 The Inspection would be carried out by 3 or 4 inspectors (the 4th would shadow) over a one-and-a-half-day period. They would then write the report on the afternoon of the second day. There was a new national inspectorate handbook for Catholic Schools which required inspectors to make judgements on three areas: Catholic Life & Mission (CLM), Religious Education (RE) and Collective Worship (CW). The school had completed the Catholic Self Evaluation Document (CSED) where they had stated the provision they had at St Catherine's and the impact it had on their community.

8.12 The Headteacher said that the SLT were very grateful to the Catholic Life Governors who were preparing to be interviewed by the Inspectors on their strategic leadership of the above religious areas.

8.13 **ASKED** whether the Framework of the RE inspection had changed, this was confirmed.

8.14 **ASKED** what was now included within collective worship that was not beforehand, the Headteacher explained that the Diocese wanted to give this more prominence, including catholic social teaching in the wider community and ensuring that the children had an understanding of the scripture.

8.15 Early Years Foundation Stage An update had been provided by Mrs Turner who had reported that the new Reception cohort had settled in well and were already attending celebration assemblies on Fridays.

5.16 Attendance It was reported that whole school attendance for 2024-2025 had been 96.7%.

5.17 Standards and Achievement The data was highlighted and the Headteacher said that the Learning & Achievement Committee had analysed this in detail.

8.18 The outcomes of the statutory tests in 2025 were above national average in all areas.

8.19 Household Support Fund The LA were providing schools with money to distribute to vulnerable and disadvantaged families. The SLT had identified children who would benefit from this fund. Parents of these children would be provided with £21.15 per child before the half term break.

8.20 Staffing It was noted that the school welcomed Mrs Sharpe, the new French Teacher. She worked 3 days a week and already had a positive impact on the children through her enjoyable French lessons.

8.21 There were not any new class teachers this year, but many had moved year groups. Mrs Savva in Year 2 was expecting a baby at the end of December. The school was currently advertising for a maternity cover teacher.

8.22 There were currently 2 ECTs who were in their second year.

8.23 Inclusion Update The SEND profile information was noted.

8.24 Governors heard that there were 7 children on roll with an EHCP, and an additional one had already been submitted this term.

8.25 The Headteacher said that there would then be two children in Reception with an EHCP, both of whom need one-to-one support. They would be on a staggered timetable due to their high support needs.

8.26 There were five children in KS2 with an EHCP, two in Key Stage 1 and there would be 2 in EYFS once processed.

8.27 49 children were on SEN support.

8.28 The Headteacher explained that most EHCPs were supporting children with autism.

8.29 Pupil Premium Numbers It was noted that approximately 10% of the school population were disadvantaged. The Headteacher said that this might change as children in reception and nursery were identified.

8.30 There were 2 LAC children on roll.

8.31 Exclusion and Discrimination Reports There was nothing to report.

8.32 Parent Links The information was noted.

8.33 Appraisals It was highlighted that Teacher appraisals would take place this October. Teachers were requested to provide evidence showing how they have 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.

8.34 Premises An overview had been provided of the works undertaken in the summer break, along with routine maintenance, servicing and repairs.

8.35 Residential Children in Year 4 had visited Cuffley Camp last week for 2 days and one night on 2nd October 2025. The parents in Year 4 had their meeting with the Cuffley Camp leader, Mrs Whatley. There had been a very high uptake from the children who are excited about the opportunity to spend time away with their year group.

8.36 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 thoroughly enjoyed the experience.

8.37 SIP & SEF These documents, previously reviewed in detail by the Learning & Achievement Committee, had been shared for information.

9. UPDATE ON MENTAL HEALTH & WELLBEING

9.1 The Headteacher reported that it was mental health awareness day on Monday 10th October 2025. The pupils would be having a lesson on how to support their mental health.

9.2 There had been a discussion about the wellbeing of teachers when the governors had recently reviewed the marking policy.

10. SAFEGUARDING

10.1 In the absence of the safeguarding governor, this item was deferred to the next agenda.

11. REPORTS OF COMMITTEES

11.1 Learning & Achievement Committee The minutes of the meeting held on 23rd September 2025, copies of which had been shared, were received and noted. Arising from the minutes:

11.2 The review of the SIP for 2024-2025 had been discussed. Progress had been made in all targets, with high outcomes in all areas.

11.3 The committee had reviewed the statutory results. It had been noted that the school achieved excellent results in Reception, Phonics, Multiplication check and KS2 SATS. The school continued to be well above national data in all areas.

11.4 An overview was provided of some of the trends identified within the data, including in KS1, where boys and girls and EAL and Non EAL had achieved broadly in line with each other in Reading, Writing and Maths. There was a gap in achievement between Reading and Writing in Year 1 which the school had noted and was an area of development.

11.5 In Key Stage 2, EAL and Non EAL children achieved in line in Reading, Writing and Maths in Year 3, 4 and 6. In Year 5, the EAL children outperformed the Non EAL children in Reading, Writing and Maths.

11.6 An area of development for the school was to increase the number of children achieving GDS in Reading, Writing and Maths.

11.7 The SIP for 2025-2026 had been discussed. RE continued to be the main focus as the school prepared for the SECTION 48 inspection. Other targets included the development of subject leaders and increasing opportunities for children to be higher learners.

11.8 Catholic Life Committee The committee had carried out their annual learning walk in September. During this visit they were looking to see that the RE displays were up, the prayer table was in place and the behaviour policy was being demonstrated.

11.9 The committee had also had the opportunity to watch two child led worships. The first had been in Year 6, with a focus on Love. There had been three children leading this worship and governors had been impressed not only with their presentation, but also the planning and preparation beforehand.

11.10 The other worship had been in Year 4, and this had again been very child led and the focus had been on forgiveness.

11.11 The committee had also met with some pupils to hear pupil voice in Year 6 to get their views on how collective worship was organised.

11.12 It was reported that during this learning walk the committee had been into every classroom from the 2-year-old provision up to Year 6. Behaviour was reported to have been exemplary which was testament to the staff.

11.13 Resources Committee The committee would be meeting in November.

12. UPDATE ON ACADEMISATION

12.1 The Headteacher was pleased to report that it now felt that the school had a lot more autonomy with this process

12.2 The team had met in September with the CEO and CFO of ASCAT, along with the HR Director. At this meeting, a schedule for academisation had been put together that everyone was satisfied with.

12.3 The first meeting on this schedule was to meet with the union representatives. The school had invited them to come in to this meeting today to show them that the team was listening to their concerns and consulting them as requested.

12.4 The Headteacher reported that one of these union reps were against academisation but had no clear explanation why.

12.5 The reps had also been focussed on agreeing a pay policy with ASCAT, and work would continue on this later next month.

12.6 The school had given the unions the opportunity to ask any questions.

12.7 The next step for the school would be working on the pay policy and SLA with ASCAT. Clarity was required on the central services that they would provide for the school.

12.8 Governors were informed that the Diocese was in agreement with the schedule created for academisation.

12.9 **ASKED** whether progress had been made with the LA concerning the ownership of land, it was explained that the team had reviewed the documentation from the solicitor and found inaccuracies in various areas. The school had since contacted them requesting that they make contact with LBB concerning the electric substation built on Diocese land and who now owned that land. This matter would be chased.

12.10 The Headteacher said that this type of land ownership issue had delayed the conversion for two schools in Hertfordshire.

12.11 A governor stated that the playing fields would remain in the ownership of the LA.

13. REVIEW OF POLICIES AND DOCUMENTS

13.1 Safeguarding & Child Protection Policy The policy had been reviewed with some amendments reflecting the updated KCSiE 2025 document .

13.2 After full consideration the policy was **RATIFIED.**

14. GOVERNOR TRAINING

14.1 The LA training information had been shared on GovernorHub.

14.2 The Headteacher said that the training delivered by Tony Gorton would be recorded on GovernorHub.

15. ANY OTHER BUSINESS

15.1 There was none.

16. WHAT WAS THE IMPACT ON THE CHILDREN

16.1 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.

17. DATE OF NEXT MEETINGS

17.1 The date of the next meeting was changed to:

- **Wednesday 11th February 2026**

There being no further business, the meeting closed.