

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 20 SEPTEMBER 2018

FOUNDATION GOVERNORS

*Dr Alessia Errico (Chairman)
Father James Fasakin
*Mrs Francesca Giacon
*Ms Sylvia Lehrian (Vice Chairman)
*Father John McKenna
Mr Peter Moger
2 x vacancies

LA GOVERNOR

*Mr Gordon Fisher

PARENT GOVERNORS

*Miss Rosana Hermosa
*Mrs Liz Reeve
Mrs Casey Tolaini

STAFF GOVERNORS

*Miss Maureen Kelly (Headteacher)
*Miss Úna McAuley

NON-VOTING OBSERVERS

*Mrs Mary Ainger (Deputy Headteacher)
Mrs Louise Herlihy
Mr Marc Boucherat

*denotes member present

In Attendance

Mrs Sheila Bennett (Clerk)

PART I

The meeting opened in prayer.

18/77 WELCOME

Sylvia Lehrian, the Vice Chairman, took the Chair as Alessia Errico expected to arrive late. She welcomed Governors to the first Governing Body meeting of the 2018/19 academic year.

18/78 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE

Apologies for absence had been submitted and were accepted from Fr James, Peter Moger, Casey Tolaini and Louise Herlihy. Alessia Errico had apologised as she expected to be delayed.

Marc Boucherat, a proposed prospective Foundation Governor, had sent apologies as he was unable to attend that evening.

The next three items on the agenda were deferred until later in the meeting.

18/79 ANNUAL REGISTER OF BUSINESS INTERESTS

All Governors present completed this updated form, to be retained in the School office for audit purposes. It was noted that this could be signed electronically.

The Clerk undertook to remind absent Governors to complete and return this as soon as possible. She would follow this up at the next Governing Body meeting to ensure they were all in place.

Action: Clerk

18/80 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

The Clerk reminded Governors that this item appeared on every agenda to give them the opportunity of making a declaration if any business or personal interest of theirs conflicted with those of the School.

None of the Governors present declared a pecuniary interest in the business to be discussed.

18/81 **MINUTES OF THE MEETING DATED 16 JULY 2018**

The minutes of the summer term meeting, dated 16 July 2018, were **CONFIRMED** as a fair reflection of that meeting. The Chairman would sign this set of minutes later.

18/82 **MATTERS ARISING FROM THE MINUTES**

The action points from the last meeting were checked:

18/60 Matters Arising: Welcome & Training on General Data Protection Regulation (GDPR) Rosana Hermosa confirmed that she had sent out details of this training to all Governors.

18/60 Matters Arising: Pupil Premium Francesca Giacon had circulated this information to Governors after the meeting.

18/65 Sports Premium The Headteacher had been asked to improve the storage of PE equipment to prevent damage. She replied that an inspection had been made of all PE resources. A list of repairs and replacements had been made and was being addressed. The roof of the shed where some equipment was stored had been repaired. Governors noted that this matter would continue to be monitored.

18/66 Safeguarding, E-Safety & General Data Protection Regulation: Regarding the updating of staff members' addresses on the Single Central Record (SCR), the Headteacher had spoken to all staff who had moved home since they had started work at the School. They were asked to bring in two forms of proof of their address. This information was given to the relevant departments of the local authority (LA) and the SCR and personnel files were updated. The Headteacher had also reminded staff again at the INSET day of the importance of remembering to do this in future.

18/66 Safeguarding, E-Safety & General Data Protection Regulation: Sylvia Lehrian reminded everyone of the Safeguarding Training that would take place next Monday 24 September 2018, from 3.30 pm to 6.30 pm. All staff would be

attending and any available Governors were warmly invited to attend. It was pointed out that this would also be a good opportunity for Governors to meet new members of staff.

Action: All Governors

18/83 **VERBAL REPORT OF THE HEADTEACHER**

Catholic Life

A mass had been celebrated in the hall for the beginning of the new academic year. The children from Yr 4, Yr 5 and Yr 6, together with the staff and parents, had attended. The Headteacher regretted that it had not been possible to include Yr 3 in the service due to lack of room. All parents had been invited to prayer services and class masses, the dates of which were on the School calendar on the website.

Leadership & Management

The Headteacher was pleased to report that the new children were settling in well. Parents had been able to meet staff at Curriculum Impact meetings, which were being well attended. They had been pleased with how informative these meetings had been. All year groups would have met with parents by the end of the month.

Governors noted that the School Improvement Partner would be conducting an attainment review of the School in November 2018. The Senior Leadership Team (SLT) would be questioned on their knowledge of the data and the analysis of it. The Headteacher explained that this external check would enable the Governing Body to be confident that the School was being correctly monitored.

Early Years

Forty children had joined the Nursery that term and had made a good beginning to their school life. There remained four full-time places, leaving some opportunities for 15 hours' places. There had been a staggered start and all children would be in by the end of next week.

The remaining 40 Reception children would also start over the next two consecutive Wednesdays. The first 20 had made a good beginning and parents were happy and appreciative.

Curriculum Impact meetings would be taking place for Yr 1 the following day, for Nursery within a few weeks and those for Reception children would be held in October 2018.

Staffing

New staff were settling in very well. Ellie Carruthers had been appointed Induction Leader and her warm, enthusiastic and collaborative approach had been appreciated by new staff members. She had arranged for informal and

formal check-up meetings with them, which would also involve a questionnaire about their induction. The Headteacher reminded Governors of the new Ofsted framework which was expected to be in place from 1 September 2019. Amanda Spielman, Chief Ofsted Inspector, had highlighted improving the induction process in schools.

MOTION OF CONFIDENTIALITY

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

Part I resumed

Safeguarding

Governors heard that a building audit had been carried out with the help of the Site Manager, Sylvia Lehrian and Kim McKenzie. Only minor action points had been raised and these were being attended to.

The Headteacher said that, due to changes in legislation, the Safeguarding Policy had been updated. It would be considered for ratification later in the meeting.

School Data

Governors heard that the latest data was still being analysed. Initial findings showed that no groups were under-performing lower than the national average. It had been noted that boys in the non-special educational needs (SEN) group were not making as much progress as non-SEN girls. Staff would be working hard to address this concern.

A Governor asked about comparisons with other schools in the borough. The Headteacher replied that Ofsted only compared schools nationally. Governors would have the opportunity to consider attainment data of other schools when this information was published online in October 2018 by the Department for Education (DfE).

Premises

The minor issues raised from the audit of the School's building were being addressed. The School had been tidied up over the summer break. The sheds had been painted and improvements of the grounds had been carried out at a cost of £4,500. It was noted that the decking had been refurbished. This would last for only one year. The Resources Committee would look into this matter in more detail.

Action: Resources Cttee

The Headteacher regretted to report another flood had occurred in the staff room. The Site Manager had called the roof company as the roof was still under warranty. With the help of the Site Manager the roof has been repaired. It was hoped this would not happen again.

Continuing Professional Development (CPD)

The two newly-qualified teachers (NQTs) had attended the induction training by the Diocese of Westminster (the Diocese). Throughout the year LA courses would be available on Tuesday afternoons to NQTs during their professional development time.

The School would be hosting a pre-writing skills course. The Headteacher reminded Governors that gross motor skills, especially of boys in the borough, were not as developed as boys nationally. When questioned about this by a Governor, the Headteacher said that assessments showed that boys were less able in this area than girls. She hoped to be able to identify any gaps in the School's provision for the improvement of motor skills.

A discussion ensued and suggestions were made that an increase in the use of technology might have contributed to this. The Staff Governor said that it had been noticed the previous year that children coming into the Early Years Foundation Stage (EYFS) did not go to the park as often as before. Fine motor skills were developed from gross motor skills. It was hoped that the pre-writing skills course would help staff promote the children's development. Three EYFS teachers would take part in this training. Last year two Reception teachers had found it very useful and would be moving to the next level of training this year.

Subject leaders would also attend their own course to ensure they were fully aware of updates and new initiatives.

INSET

Governors heard that the INSET at the start of the academic year by Jackie Beere entitled 'The Growth Mindset' had been on supporting children in their learning and how to overcome barriers to learning. A further INSET on this theme had been arranged for November 2018. Later in the term training on guided writing would be taking place.

In October 2018 staff training on reading and comprehension skills would be delivered by Anthony Whatmuff.

School Website & Governor Noticeboard

Following a query, the Headteacher asked Governors to check their entry on the website and to let Kim McKenzie, the Business Leader, know if they wished to make any changes. New Governors were reminded to let her have a short profile of themselves for inclusion on the site.

Governors were also requested to let Kim McKenzie have a photograph of themselves if they were not represented on the Governor noticeboard.

Action: All Governors

Alessia Errico arrived. The Vice Chairman continued in the Chair.

18/84 **PERFORMING ARTS HUB UPDATE & SITE MANAGER'S HOUSE**

Performing Arts Hub Gordon Fisher updated Governors. As discussed at the previous meeting, it had become apparent that the original plan, to create a new building for this hub in the corner of the playground, would not be viable due to difficulties over the ownership of the land.

It had been decided to convert the classroom that currently housed the additional class, as this would be closed at the end of the academic year. The surveyors had stated after their inspection last week that this would be an ideal space in which to create a smart, modern area for the Performing Arts Hub, within the School's budget.

Parents would be given a full update on this matter once the plans had been drawn up.

Action: Chairman

Site Manager's House Gordon Fisher gave details of the plans for conversion of the site manager's house. This property was now redundant as accommodation was no longer provided with this post. It was hoped to convert the downstairs rooms into a pre-nursery facility. The upstairs would be changed to form monitoring and meeting rooms, with a separate entrance for lettings. Governors were aware of the need for the School to generate income to help the School maintain its high level of resources and to offset expected lower funding in the near future.

A Governor asked if the hall could be let during the evenings to generate income. Gordon Fisher replied that this idea had been looked at in the past.

Unfortunately the position of the hall in the centre of the School meant that it would not be possible to maintain effective security. There would also be site manager costs for each letting. These two factors meant that this idea was not viable. The Headteacher reminded Governors that the hall was let during the holidays for the Easter and Summer Schools, which did bring in income for the School.

18/85 **EVALUATION OF GOVERNORS' REMIT**

There was nothing to report. The Chairman suggested that, as the Governing Body regularly undertook a self evaluation, this item could be discontinued as a standing item on agendas in future. This was **AGREED**.

18/86 **PUPIL PREMIUM**

Francesca Giacon reported on Pupil Premium. She had met Holly Evans, the new SENCO/Inclusion Leader and Assistant Headteacher, who was also the Pupil Premium Lead, earlier that term. Francesca Giacon had been very impressed with her enthusiasm to update and improve the website and her plans for identifying areas of need and for tracking the children's progress individually.

The Headteacher said that unfortunately last year the SENCO position had been affected by two maternity leaves. She was very pleased that the new SENCO had settled into her new post so well.

Francesca Giacon would meet the Pupil Premium Lead every half term to go through the Pupil Premium figures in depth. The aim was to give more specific detail on the website as to how this funding was being spent.

18/87 **SPORTS PREMIUM**

Rosana Hermosa had met Nicki Whatley that term, the new PE/Healthy Schools Leader, who was also the Sports Premium Lead. Discussion had focused on the schemes of work for PE and staff lesson planning. A new curriculum map was in place to tie in with the national curriculum for PE. The sports instructor and PE apprentice were working well with teaching staff to help them deliver PE effectively. There were two sessions for the children each week, one with the sports instructor and the other with the class teacher.

Rosana Hermosa thanked the Headteacher for the improvements to the PE equipment and storage.

Governors noted that the Bronze Sports Ambassadors would shortly be chosen. The Yr 6 pupils would receive training on the responsibilities of this role.

Preparations for the inter-school competitions in cricket, football and netball, the Sports Day and the Barnet Dance Festival were being planned. The 5-a-Day TV sessions continued. Biking sessions for Yr 1 children would take place to improve their balance and confidence when riding a bike.

Rosana Hermosa would be meeting the Sports Premium Lead later in the term to discuss the curriculum map, self evaluation form and the impact of Sports Premium funding on the children.

18/88 **SAFEGUARDING, E-SAFETY & GENERAL DATA PROTECTION REGULATION (GDPR)**

Sylvia Lehrian, Safeguarding & GDPR Governor, reminded Governors to read through the updated Keeping Children Safe in Education 2018 document from the DfE. A summary of the main changes had been circulated to all Governors by Rosana Hermosa, in her role as Training Link Governor. A new Safeguarding & Child Protection Policy had been drawn up to incorporate these updates. This policy would be fully discussed later in the meeting.

Sylvia Lehrian said that the SCR would be checked that term by Kim McKenzie to confirm that all records of staff were fully in place. The Headteacher added that, once this process had been completed, Jane Morris, Safeguarding & Exclusions Officer of the LA, would undertake an audit to ensure compliance.

Sylvia Lehrian was thanked for her work in meticulously monitoring safeguarding and GDPR procedures. A Governor suggested that it would be useful for

another Governor to become familiar with this important area of the School. This was **AGREED**, and Francesca Giacon undertook to meet Sylvia Lehrian later in the term for this purpose.

Action: Sylvia Lehrian/Francesca Giacon

18/89 **REPORTS OF COMMITTEES**

It was too early in the term for the committees to have met. The dates of the next meetings were noted:

Catholic Life:	Friday 12 October 2018 at 11 am
Learning & Achievement:	To be arranged
Resources:	To be arranged
Safeguarding	Thursday 8 November 2018 at 10 am

18/90 **ANNUAL REVIEW OF COMMITTEES & TERMS OF REFERENCE**

The committee list was considered. Governors were happy to continue with their current committee and governor responsibilities for this academic year.

Liz Reeve joined the Catholic Life Committee and Úna McAuley the Learning & Achievement Committee. Following earlier discussion, Francesca Giacon would assist Sylvia Lehrian in her safeguarding role.

The terms of reference of the committees, which were contained in the Governors' Information Pack, would be checked at the first meeting of each committee that term.

Action: Committee Chairs

The updated committee list would be circulated to Governors.

Action: Clerk

18/91 **RATIFICATION OF POLICIES**

The Headteacher had circulated four policies prior to the meeting for Governors to consider. She apologised for the short notice. This was because the documentation had only just been received and the policies were expected to be in place from 1 September 2018.

Appraising Teacher Performance

Following consideration, this policy was **RATIFIED**.

Safeguarding & Child Protection

The Headteacher explained that, to comply with the latest DfE advice, and to comply with the Keeping Children Safe in Education 2018 document, changes had been made to this policy. She read out the changes to Governors and the action taken where necessary:

Disclosure & Barring Service (DBS) Renewal The Headteacher explained that there was now no set time for DBS checks to be renewed unless there was a change in circumstances; this was deemed to be a matter for the school concerned. It was also not necessary to carry out enhanced DBS checks. The Department for Education (DfE) had stated that it would be necessary for schools to justify the costs of these checks. Sylvia Lehrian reminded Governors that DBS data on the SCR was checked once a term. Following this information, it was **AGREED** that, unless the circumstances of the individual changed, DBS checks should be renewed every five years in future.

External Providers Governors noted that the School already complied with this change, as external providers were asked to provide a list of staff together with photograph identification. Confirmation by email that all their staff had obtained DBS checks was also necessary before they could be admitted to the School.

Volunteers Governors noted that the pro forma for risk assessments for volunteers was already in place.

Homelessness An additional paragraph, on the risk to a child's welfare if threatened with, or experiencing homelessness, was added to the policy and would be noted by staff.

Disqualification by Association This part of the policy, on page 37, had been altered to comply with a recent change in the law.

Reporting a Concern Flowchart This flowchart had been updated in relation to advice in the latest Keeping Children Safe in Education 2018 document.

Following this detailed explanation by the Headteacher, the Safeguarding & Child Protection Policy was **RATIFIED**.

Whistleblowing

The Headteacher confirmed that no new legislation had been received in respect of this policy. Following consideration, it was **RATIFIED**.

The Headteacher said that the Pay Policy would be discussed under Part II of the agenda as it would involve a discussion of staff pay scales.

18/92 **SCHOOL IMPROVEMENT PARTNERSHIP**

There was no report as the Partnership had not yet met.

18/93 **TRAINING LINK GOVERNOR'S REPORT**

Rosana Hermosa, the Training Link Governor, would circulate details of the courses available after the meeting. She emphasised that as this training was pre-paid by the School, everyone should take the opportunity to keep their skills up to date.

Liz Reeve would be attending the induction course on 8 September 2018.

Sylvia Lehrian, Mary Ainger and the Headteacher had all attended the GDPR course recently.

The Headteacher would send out the Handbook for New Governors to everyone after the meeting.

Action: Headteacher

18/94 **EDUCATION & SKILLS DIRECTOR'S AUTUMN TERM 2018 REPORT**

1 Provisional Achievement in Barnet (2018)

The analysis of the current data available, relating to pupil achievement in Barnet from the Early Years, Key Stages 1 and 2, GCSE and A level, was noted.

2 Ofsted Monitoring Visit Report

Information on recent Ofsted visits to the London Borough of Barnet in relation to social work practice was given in the report.

3 Governance Self Evaluation Audit Tool

A revised audit template was included in the report as Appendix 1, with a request to complete and return the audit to Sarah Beaumont by Friday 14 December 2018. A short feedback would be given.

Rosana Hermosa was thanked for volunteering to draft this evaluation with the Headteacher, prior to circulation to all Governors.

Action: Rosana Hermosa

4 Revised Guidance for Maintained Schools on Applying for Funding of Redundancy Costs

Governors noted the revised guidance included in the report as Appendix 2, with a redundancy form attached as Appendix 3.

5 School Admissions & Place Planning

An update for 2018 was given in the report. Governors noted that the demand for Reception places was beginning to fall, while at secondary level, pressure for places continued to grow.

6 Connect – The Network for Global Learning in Education

It was noted that, from September 2018 until 31 March 2019, Cambridge Education was allowing all Barnet schools to become Level 1 Connect members free of charge.

7 Governor Services

Information on the enhanced strategic support offered by the Governor Advice Officer service was given.

8 School SENCO Toolkit

Governors noted the launch of the SENCO toolkit to assist schools in relation to their SEN practice. Moderation sessions would be available for schools during this academic year.

The three items deferred earlier in the meeting were now considered. The Clerk took the Chair for the next item.

18/95 APPOINTMENT OF CHAIRMAN

Nominations were invited for the position of Chairman. Alessia Errico was proposed and was willing to continue in the post. Upon a show of hands, the Governing Body **RESOLVED** unanimously that Alessia Errico be appointed as Chairman for the academic year 2018/19, or until her successor was appointed.

Alessia Errico took the Chair for the rest of the meeting.

18/96 APPOINTMENT OF VICE CHAIRMAN

Nominations were invited for the position of Vice Chairman. Sylvia Lehrian was proposed and was willing to continue in the post. Upon a show of hands, the Governing Body **RESOLVED** unanimously that Sylvia Lehrian be appointed as Vice Chairman for the academic year 2018/19, or until her successor was appointed.

The Headteacher wanted to record her thanks and appreciation for the hard work and support of Alessia Errico, Sylvia Lehrian and all members of the Governing Body over the past year.

18/97 GOVERNING BODY MEMBERSHIP

The Chairman said that Marc Boucherat, who regretted he was unable to attend that evening, would like to join the Governing Body as a non-voting observer, prior to be putting himself forward as a Foundation Governor.

The Headteacher gave information on Marc Boucherat's extensive educational experience as a university lecturer, headteacher of a primary school and a senior adviser in education. This sound educational experience and expertise would be very useful to the Governing Body.

Marc Boucherat's appointment as a non-voting observer at Governing Body and committee meetings was **AGREED**.

18/98 **WHAT WAS THE IMPACT ON THE CHILDREN?**

The Deputy Headteacher gave an overview of the impact of the meeting on the children:

- The safeguarding of the children had been a focus, with training for staff and Governors planned that month and the ratification of the updated Safeguarding & Child Protection Policy that evening. The audit of the School building had been completed and the grounds attended to.
- New staff had settled in well, supported by a thorough and informative induction process.
- New children in both Nursery and Reception were settling very well, with positive feedback from parents. Good feedback had also been received on the Curriculum Impact meetings.
- Governors had been informed of initial findings from school data, that was in the process of being analysed, so that the children's progress could be maintained and improved.
- Governors had discussed the plans for the Performing Arts Hub project and the site manager's house. Once completed, these projects would have a positive impact on the children, staff and parents.
- The Pupil Premium Link Governor had met the new SENCO/Inclusion Leader. This year the focus would be on tracking the children in this category; evaluating the impact of the support staff and intervention groups on their progress; and improving the website information.
- The Sports Premium Link Governor had updated Governors on the exciting year ahead for the children with the variety of sports and related activities being planned to increase their health, wellbeing and enjoyment of school.

18/99 **ANY OTHER BUSINESS**

There was no other business.

18/100 **DATES OF NEXT GOVERNING BODY MEETINGS**

The dates of forthcoming Governing Body meetings were **CONFIRMED:**

2018

2nd Autumn Term: Thursday 15 November 2018 at 7 pm

2019

1st Spring Term: Thursday 24 January 2019 at 7 pm

2nd Spring Term: Thursday 14 March 2019 at 7 pm

18/101 **MOTION OF CONFIDENTIALITY**

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

Mary Ainger and Úna McAuley left the meeting at this point.

Chairman's Signature: *Alessia Errico*

Date: 15 November 2018