

**GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 15 NOVEMBER 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  
\*Ms Holly Evans (Assistant Headteacher)  
\*Ms Nicki Whatley (Assistant Headteacher)

\*denotes member present  
**In Attendance**  
Mrs Sheila Bennett (Clerk)

**PART I**

The meeting opened in prayer.

18/104 **WELCOME**

The Chairman thanked all Governors for their attendance. She welcomed Holly Evans and Nicki Whatley to the meeting, to assist the Deputy Headteacher in the absence of the Headteacher.

18/105 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted from the Headteacher, who was unwell. The Chairman, on behalf of the Governing Body, had sent flowers and their best wishes to her.

Apologies for absence had also been received and were accepted from Father John McKenna, non-voting observers Marc Boucherat and Louise Herlihy. Liz Reeve apologised for her late arrival.

18/106 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

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

18/107 **MINUTES OF THE MEETING DATED 20 SEPTEMBER 2018**

The minutes of the first autumn term meeting, dated 20 September 2018, were **CONFIRMED** as a fair reflection of that meeting.

18/108 **MATTERS ARISING FROM THE MINUTES**

The Chairman checked through the action points in the minutes not yet completed from the last meeting. She also asked Governors for any further matters arising:

*18/79 Annual Register of Business Interests* The Deputy Headteacher undertook to check that everyone had sent the completed form to the School Office. The Clerk would re-send this form to Governors.

*Action: Deputy Headteacher/Clerk*

*18/83 Verbal Report of the Headteacher: School Website & Governor Noticeboard* Those Governors who had not yet provided a photograph or profile to Kim McKenzie, the Business Leader, were urged to do so as soon as possible.

*Action: All Governors*

*18/84 Performing Arts Hub Update & Site Manager's House* The Chairman confirmed that she had updated parents on these matters. This project would be discussed later in the meeting under item 18/110.

The Chairman had also taken the opportunity to remind parents that the Part I minutes of Governing Body meetings were available for them to read on the School's website.

*18/88 Safeguarding, E-Safety & General Data Protection Regulation (GDPR)* The meeting for Francesca Giacon to become more familiar with safeguarding issues had been postponed due to illness. This would be rearranged in a few weeks' time.

18/109 **REPORT OF THE HEADTEACHER**

The Chairman said that the Headteacher's very thorough report had been discussed in depth at the last Learning & Achievement Committee meeting.

**School Data 2017/18 from Reception to Yr 6**

The Headteacher had included this information in her report. The Chairman wished to record congratulations to the Headteacher, all staff, parents and children on the excellent results achieved in the last academic year. She said that the rate of progress of the children, as evidenced in the data, was positive and encouraging.

A Governor challenged the Senior Leadership Team (SLT) to explain why the numbers of boys and girls in classes did not tally with the totals. In reply, Nicki Whatley said that the children with an Educational Health Care Plan (EHCP) had not been included. This would be made clearer in the data.

*Action: Senior Leadership Team*

#### 18/110 **PERFORMING ARTS HUB UPDATE & SITE MANAGER'S HOUSE**

Performing Arts Hub Peter Moger said that the committee had decided to convert the classroom used for the extra class for this purpose, as the LA was not expected to request another additional class in future. Talks had taken place with the consultants' surveyors to decide how the space could best be redesigned to meet the School's needs. Governors noted that funding was in place for this work, which was expected to take up most of this academic year.

Site Manager's House The conversion of this property was expected to prove more challenging. It had been discovered that the foundations would need replacing and the works were estimated to cost £30,000. Governors heard that a bid to the Locally Coordinated Voluntary Aided Programme (LCVAP) had been put in to pay for this. Peter Moger explained that this funding was provided by the Diocese of Westminster (the Diocese). If the bid proved successful, the Governing Body would have to provide 10% of the total cost of the project. Peter Moger confirmed that this percentage of the funding would be available. This conversion would provide meeting spaces for the School, some of which could possibly be let. A decision had been made that the building would not be suitable as a library.

If the LCVAP funding was not forthcoming, Governors noted that the committee would have to consider a cheaper refurbishment programme for this property, to bring it up to a reasonable standard so that it could be used for meeting rooms.

#### 18/111 **PUPIL PREMIUM**

Francesca Giacon had met Holly Evans, the Pupil Premium Lead, earlier that term. They had discussed the review of children in this category. Francesca Giacon said she was impressed with the increase in progress in Age Related Expectations (ARE) of these children at 70%, which was 30% higher than the previous year.

*Liz Reeve joined the meeting.*

Francesca Giacon was very pleased to report that all children in the Pupil Premium category had passed their Phonics Screening Test. This represented a 25% improvement on the previous year.

In Key Stage 1, Writing within this category of children had improved by 18%, Maths by 4% and Reading 4%.

In Key Stage 2, the children in the Pupil Premium category had achieved above the local authority (LA) and national averages in all subjects. The number of these children achieving a good level of development (GLD) had also improved.

Governors questioned the SLT on what had changed to bring about this marked improvement. In reply it was noted that more targeted support and booster sessions had been arranged. In reply to a further question, the SLT confirmed that the same strategy would be continued for this academic year. The Deputy Headteacher explained that staff revisited previous interventions to check that they had been effective, to ensure that the School was doing its best for the children.

Governors also heard that staff training, especially in Writing, had helped. Holly Evans said that staff were implementing ideas from their recent course, to encourage the children to write both inside and outside their classrooms. The purpose of this was to entice the children, especially boys, who were often reluctant writers at this age, to write spontaneously and impulsively. An example of this was, when the children were playing in the construction area, to encourage them to write down a list of materials needed.

In reply to a Governor's question, Francesca Giacon said that the number of children receiving Pupil Premium funding, at 76, had remained more or less the same as the previous year.

A Governor challenged the SLT on the comparison between the achievement of these children and those in the non-Pupil Premium category. Holly Evans gave an example in Key Stage 2 Reading, where Pupil Premium children achieved 69% and their peers 80%. Governors heard that although there was still a gap, this was being reduced and was significantly lower in Key Stage 1. The Deputy Headteacher added that reducing this gap was a target in the School Improvement Plan (SIP). She was pleased to say that the achievement of children in this category was above the LA and national averages.

Francesca Giacon informed Governors that some Pupil Premium funding had been spent on joining the Education Endowment Foundation (EEF). This independent charity aimed to improve the achievement of the poorest children in schools. Governors heard that it provided staff with guidance reports on interventions, giving impartial advice on which ones worked best. Holly Evans said that this information was a crucial aid to staff. The Deputy Headteacher emphasised that every intervention was regularly assessed for its impact. If it was not working well it was immediately stopped and another strategy was tried.

A Governor reported on the impressive work that she had observed of a teaching assistant in a speech and language session.

A Governor wanted to know if Governors would benefit by having access to The Key. The Deputy Headteacher would look into this.

*Action: Deputy Headteacher*

Francesca Giacon reminded Governors that all Pupil Premium information was on the website. She would undertake a scrutiny of Pupil Premium children's books during her next meeting with Holly Evans.

## 18/112 **SPORTS PREMIUM**

Rosana Hermosa would meet Nicki Whatley, the Sports Premium Lead, the following week. They had already met twice that term to discuss the current budget allocation alongside the action plan. Governors noted that Sports Premium funding was expected to total £19,870 for that academic year.

The PE curriculum map had been redrafted to make sure that PE lessons were in line with national sporting events, to help improve pupil engagement. Complete PE was the name of the recently-introduced Barnet scheme of work that provided staff with resources such as videos and lesson plans. This scheme, and the recent audit and replacement of PE resources, was paid for by Sports Premium funding. The audit had checked that all equipment complied with health and safety standards and was in line with the curriculum map. Nicki Whatley explained this had been key to delivering high-quality PE lessons by ensuring that time was not wasted during PE sessions looking for suitable equipment.

Governors heard that staff in the Early Years had completed a physical literacy course paid for by Sports Premium funding. A further session would be held in a local school. This course was designed to encourage the children to keep active and challenged. The Staff Governor said that this training had been really inspiring and was improving the skills of the Early Years team, who were tailoring it to suit the needs of the School. Early Years staff also wanted to work with parents on helping their children keep active. Governors heard that the School was considering training the Yr 1 teachers and teaching assistants to ensure that this provision was continued once the children had moved on from Early Years.

Other training paid for by Sports Premium funding included gymnastics training for the PE coach and PE consultant. This was having a big impact on the children's enjoyment of this specialism. Governors heard that training the children to put out equipment quickly and safely had improved the delivery of gymnastics. The lessons from this training were being shared with all members of staff.

A further innovation was the installation of suitable whiteboards and noticeboards on the PE sheds in the playground. These were proving useful as it saved valuable lesson time when teaching children outside.

Nicki Whatley reminded Governors that the Healthy Schools Award was coming up for renewal.

A Governor challenged the SLT on whether all children could swim when they reached the end of Yr 6. He advocated a concentrated swimming regime in six-week blocks rather than weekly sessions. Nicki Whatley said that the great majority of the children could swim by Yr 6. An audit of the children's swimming prowess was being carried out. Sports Premium funding was being used to help

as many children as possible learn to swim. The Deputy Headteacher said that the children loved their swimming lessons, and most were confidently swimming independently by the end of Yr 6. Governors were reminded that the School expected parents to help their children become fully confident in water.

18/113 **SAFEGUARDING, E-SAFETY & GENERAL DATA PROTECTION REGULATION (GDPR)**

Sylvia Lehrian, Safeguarding & GDPR Governor, said that the meeting she was due to have with the Headteacher had been cancelled due to her illness. This would be rearranged shortly and she would report back to Governors at the next meeting.

18/114 **HEADTEACHER CONSULTATION ON SCHOOL BUDGET 2019/20**

The Chairman asked Gordon Fisher at this point to report on an LA meeting he had recently attended. This had outlined a consultation being undertaken by the LA with all headteachers in Barnet on the future funding of schools.

Governors noted that the LA wanted permission to hold back part of schools' delegated funding. The purpose of this would be to assist the LA in improving the following services:

- 1 Central services of the LA.
- 2 The Learning Network service
- 3 Special Educational Needs & Disabilities (SEND)

A short discussion ensued. Gordon Fisher spoke about the fall in demand for primary school places across the borough, apart from the Colindale area, which would result in less funding and the development of more one-form entry schools. He added that this crisis was exacerbated by the fall in the birth rate and the decrease in funding to schools by the government.

Gordon Fisher said that the Governing Body had to decide, using an online vote, whether to agree to a drop in funding from the LA. He gave Governors an approximation of the figures involved.

Governors were concerned that there might be a possibility of losing the LNI service, which was valued by primary schools. It was noted that it might be possible to buy into a similar service if it did cease. Concerns were also raised that this reduction in funding might continue in future years.

Following an informal vote, it was apparent that Governors were not happy to grant this permission to the LA because the School's budget was very tight and was expected to be in deficit in coming years. There was also concern that it might not just be a one-off request. It was **AGREED** that the Headteacher should be informed of this discussion, and be asked to consult with other schools to see if a general consensus could be obtained. Governors would be kept informed.

*Action: Chairman/Headteacher*

*Father James left the meeting as he had another meeting elsewhere.*

## 18/115 **REPORTS OF COMMITTEES**

All committees had ratified their terms of reference for 2018/19 at their first autumn term meetings.

The Vice Chairman wished to remind Chairs of committees that all questioning and challenge by Governors at meetings should be recorded in the minutes.

*Action: Committee Chairs*

### **Catholic Life**

Rosana Hermosa, the Chair, read through the minutes of the meeting held on 12 October 2018. These would be distributed to Governors after the meeting.

*Action: Rosana Hermosa/Clerk*

The committee had agreed that, in future, a minimum of one priest should attend every meeting. These would be re-scheduled if this was not possible.

The Behaviour Policy, which had been considered, was ratified at this meeting, after minor amendments had been made.

Jo Isaacs, Attendance Officer, had given Governors an update on attendance. Governors heard that, at 97.27% this was above the LA and national averages. The committee had suggested that parents should be reminded that children could be brought in later in the day rather than miss a whole day's schooling. The Deputy Headteacher outlined the first response work of Kim McKenzie, Business Leader, which helped to maintain this excellent attendance figure.

Governors were invited to join the committee on a learning walk at 11 am the following day. The focus would be on teaching and learning, and the Pupil Voice in relation to the Rights Respecting Schools initiative.

### **Learning & Achievement**

The minutes of the meeting held on 6 November 2018 had been circulated with the agenda. Casey Tolaini gave an overview of the meeting. Arising from the minutes:

The learning walk on 19 October 2018 had focused on new teaching staff and the induction process, to ensure it was rigorous enough. Governors had commented on the excellent displays and high-quality teaching observed.

The SIP had been considered in detail by Governors. The format had been changed giving data for the autumn, spring and summer terms in the end column, to show improvement progress. Governors had considered the school targets and the progress of the children throughout the year. The analysis at all stages of the School had been scrutinised.

The Self Evaluation Form (SEF) had been discussed in depth. Governors had challenged the SLT at this meeting. They wanted this document to reflect more fully the work of the School. The SEF would be amended and brought back to the committee for further consideration.

The Chairman spoke about Marc Boucherat's valuable contribution to this meeting, giving Governors the benefit of his extensive educational experience.

## **Resources**

The minutes of the meeting held on 17 October 2018 had been circulated to Governors prior to the meeting. Peter Moger, Chair, gave an overview of the meeting. Arising from the minutes:

Finance The budget had been monitored. Governors noted that the committee aimed to have a significant contingency going forward, although this would be less than that of the previous year. A deficit budget was expected in future years.

Governors were pleased to note that the out-of-hours clubs were in profit.

Governors' Fund & Gift Aid Sylvia Lehrian reported on gift aid. She was pleased to say that £16,000 had been received from Her Majesty's Revenue & Customs (HMRC). Parents in Reception and Yr 1 would be encouraged to donate using gift aid.

Sylvia Lehrian said that the committee had discussed increasing the suggested contribution to the Governors' Fund from £15 per family to at least £15 per child. Governors were aware that other schools suggested a much larger donation. It was noted that parents paid church fees as well. Following a question, Governors heard that parents of Nursery children were not invited to contribute. This was because there was no guarantee that their child would get a place at the School, so it was felt that this would not be fair.

A Governor challenged on whether parents were aware how important their contributions were to the wellbeing of the children. Sylvia Lehrian said that new parents were spoken to about this, and received this information in an individual letter and starter pack. She added that it was very important to thank parents individually for their donations. She would ensure that this was regularly done in future.

Peter Moger wished to record grateful thanks to Sylvia Lehrian for her hard work in so successfully sorting out the backlog of gift aid contributions. Governors were aware that this had been a very time-consuming, meticulous exercise over many months, that she had carried out diligently for the good of the School.

Premises In reply to a challenge from a Governor, Peter Moger said that the lift would be repaired and would be covered by a five-year warranty. He regretted the time it had taken to complete this task.



## Training Link

Rosana Hermosa, the Training Link Governor, spoke about the meeting held on 12 October 2018 with the Headteacher, Deputy Headteacher and Sylvia Lehrian. She had distributed the skills audit to Governors, and thanked those who had already completed and returned it.

*Action: All Governors*

Governors heard it was recommended that they took part in one or two training courses each year. Liz Reeve and Úna McAuley had found the Diocese Induction course they had attended very interesting. A new form for Governors to complete would provide a record of training, and would be circulated to them.

*Action: Rosana Hermosa/Clerk*

The Chairman reminded Governors that any relevant training undertaken in their workplace should also be recorded.

The Governors' induction handbook would be updated.

The Department for Education (DfE) had introduced a Governor Accreditation Leadership Development Programme, at a cost of £500 per person. The Governors' Mark Award was also discussed.

The Effective Governance Checklist would be considered by the Headteacher and Deputy Headteacher. It would be shared with Governors for their input prior to being returned to Sarah Beaumont, Governor Services Manager, on 14 December 2018.

*Action: Headteacher/Deputy Headteacher*

Finally, Rosana Hermosa reminded Governors of some useful courses in the following year, covering financial management, safeguarding and the Governors' Discussion Forum.

## 18/116 **RATIFICATION OF POLICIES**

The Headteacher had updated Governors on policies in her report. There were none to ratify that evening.

The following policies had been reviewed and no changes had been made:

**Anti-Fraud, Charging & Remissions, Complaints, Equality,  
Governors' Allowances, Financial Management.**

The following policies had been amended and ratified by the Catholic Life Committee:

**Behaviour, Attendance.**

18/117 **SCHOOL IMPROVEMENT PARTNERSHIP**

There was no report that evening.

18/118 **TRAINING LINK GOVERNOR'S REPORT**

This report had been dealt with under item 18/115.

18/119 **GOVERNING BODY MEMBERSHIP**

Governors noted the two Foundation Governor vacancies that were expected to be filled by Marc Boucherat and Louise Herlihy.

*Action: Chairman*

18/120 **ANY OTHER BUSINESS**

**Charges for Trips & Outings**

The Vice Chairman recognised that these charges to parents were voluntary. She challenged the SLT on whether staff were given training in making sensitive phone calls to parents requesting payment.

The Deputy Headteacher said that, although the donations were voluntary, if no-one paid the fee the trip could not go ahead. She confirmed that, if any parent was in a financial difficulty over this, their child would not be precluded from the trip. This was made clear in the letter sent to parents prior to the outing.

Governors heard that staff were helped to have difficult conversations with parents. The Deputy Headteacher would check further with office staff after the meeting.

*Action: Deputy Headteacher*

**School Clubs**

The Deputy Headteacher asked about access to these clubs for children in the Pupil Premium category. The Deputy Headteacher replied Pupil Premium funding paid for some of these children's attendance at the breakfast and after-school clubs. This was arranged individually, in order to meet the child's needs, and was part of the Catholic life of the School. She added that, on occasion, parents of children not in the Pupil Premium category received financial assistance.

**Anti-Fraud Policy**

The Vice Chairman wanted confirmation about the internal audits' process. She challenged the SLT to confirm that these were carried out correctly and that all recommendations were addressed.

This matter would be considered further by the Resources Committee.

*Action: Resources Cttee*

### **Equalities Policy**

The Vice Chairman said that, in the past, data was produced for different ethnic groups. She wanted to know if this information was still available. Nicki Whatley replied that comparisons between the progress and attainment of different ethnic groups had come about because there had been gaps in achievement. She undertook to liaise with the Vice Chairman on this matter once all the School data had been received.

*Action: Vice Chairman/Nicki Whatley*

### 18/121 **WHAT WAS THE IMPACT ON THE CHILDREN?**

Holly Evans gave an overview of the impact of the meeting on the children:

- The Catholic Life of the School had been discussed. There had been many opportunities for parents to attend prayer services, class and whole-school masses with their children that term.
- The excellent SATS results for 2017/18 and current data showing the positive progress of the children had been celebrated by Governors. Disadvantaged children's attainment had improved on last year. Children were achieving their potential.
- Governors were working hard to bring the Performing Arts Club project to fruition for the benefit of all the children.
- The very good attendance of the children showed that they loved to be in School. Checks were in place to ensure that children came on time and as regularly as possible. This helped to safeguard the children.
- The good outcomes for children in the Pupil Premium category, above Barnet and national averages, had been welcomed. This data gave evidence that the children's outcomes were improving through well-targeted Pupil Premium funding.
- Sports Premium funding was having an exciting impact on the children's PE lessons and improving PE resources. The wide variety of sports and activities, greatly enjoyed by the children, had been discussed in depth at the meeting.
- Governors continued their programme of learning walks, which gave them an understanding of the children's daily experience, and an opportunity to listen to their thoughts and concerns.
- Gift aid had been recovered leading to increased resources for the children.

18/122 **DATES OF NEXT GOVERNING BODY MEETINGS**

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

**1<sup>st</sup> Spring Term: Thursday 24 January 2019 at 7 pm**

Gordon Fisher gave early notice that he would not be able to attend this meeting.

**2<sup>nd</sup> Spring Term: Thursday 14 March 2019 at 7 pm**

18/123 **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: 24 January 2019

