

**GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 6 JUNE 2019**

**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**

\*Ms Julie Burke  
\*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.

19/58 **WELCOME**

The Chairman thanked all Governors for coming to the summer term meeting.

19/59 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted from Father James Fasakin.

Marc Boucherat and Louise Herlihy had also sent their apologies for being unable to attend as non-voting observers.

19/60 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

Gordon Fisher declared that his wife worked as a Barnet Partnership for School Improvement (BPSI) consultant for the School.

No other Governor present declared a pecuniary interest in the business to be discussed.

19/61 **MINUTES OF THE MEETING DATED 14 MARCH 2019**

The Part I minutes of the second spring term Governing Body meeting, dated 14 March 2019, were **CONFIRMED** as a fair reflection of it.

19/62 **MATTERS ARISING FROM THE MINUTES**

The Chairman checked and confirmed that all action points from the minutes of the last meeting had been completed.

*19/31 Report of the Headteacher: Autumn Term Data* The Headteacher had explained to Governors at the last meeting how the impact of interventions were measured.

**A GOVERNOR QUESTIONED** whether the information given was correct as so much staff time was involved. The Headteacher confirmed that Pupil Progress meetings for every child were attended by the Headteacher, Assessment Leader, Class Teacher, Assistant Headteacher and Inclusion Leader. It was noted that these meetings took place three times a year.

**GOVERNORS THANKED** the Headteacher and all members of staff for their diligence in supporting each individual child to help them achieve as well as they could.

19/63 **MINUTES OF THE BUDGET RATIFICATION MEETING**

The minutes of the meeting held on 20 March 2019 at which the budget for 2019/20 was ratified, were **CONFIRMED**.

19/64 **REPORT OF THE HEADTEACHER**

The Headteacher was thanked for her comprehensive report that had been circulated with the agenda. The Headteacher gave an overview of it, and asked Governors for any questions or comments.

**School Improvement Plan (SIP) 2018/19**

The updated SIP had been sent for Governors to consider alongside the report.

**Catholic Life**

The Headteacher had given full details of the extensive range of prayer and worship activities across the School, including the preparations for Easter. Spiritual stations had been set up and the travelling Lenten pack sent home to every family. Class masses were held regularly, and every Thursday classes led individual prayer services.

The children's wholehearted support of the Catholic Children's Society and FSSA Zambia was noted.

## **Diocesan Visit**

The new RE Adviser, Patrick Murphy, had visited on 3 April 2019. He had taken part in a learning walk with a focus on RE. This had included a scrutiny of the children's books. Governors were pleased to hear of his very favourable report. He had highlighted the creative RE curriculum and the children's obvious pride in their work.

An inspection by the Diocese of Westminster (the Diocese) was expected later in the year.

**A GOVERNOR ASKED** how much notice was given for a Diocesan inspection.

The Headteacher replied that the School would be telephoned on a Monday for an inspection on the Tuesday or Wednesday.

## **Relationships & Sex Education (RSE)**

The Headteacher reminded Governors that the government was in the process of updating RSE. Draft guidance had been published following the consultation. Governors noted the link to the website for further information.

**A GOVERNOR ASKED** how this subject was being taught at present.

The Headteacher replied that the School was using the Catholic-approved resources that had been in place for some years. She confirmed the Diocese had recommended that schools continue with their current practice, which was endorsed by the Catholic Education Service (CES).

The Deputy Headteacher said that parents were invited to see the videos and resources used for RSE. Notice was given when these lessons would occur and the content of them. This two-way dialogue helped parents be ready to answer any questions their children might have. Once the updated RSE guidance was in place workshops for parents would be available. Diocesan training to update Catholic teachers in RSE was planned in September 2019.

**A GOVERNOR WANTED TO KNOW** how Lesbian, Gay, Bisexual and Transgender (LGBT) information would be taught.

The Deputy Headteacher replied that RSE was taught progressively from Nursery to Yr 6, in line with the age and needs of the children and adhering to the provisions of the Equality Act. This stated that schools must not unlawfully discriminate against pupils because of their age, sex, race, disability, religion or belief, gender reassignment or sexual orientation. The children were taught to respect everyone, despite differences. They were reminded that loving families took many different forms.

The Vice Chairman emphasised that RSE teaching had been discussed in depth during Catholic Life meetings.

**A GOVERNOR ASKED** if parents ever withdrew their children from RSE.

The Headteacher replied that attending RSE was not statutory. The withdrawal of a child happened very rarely, usually if it was felt the child was not ready. The Deputy Headteacher added that parents would be invited into the School to discuss the request. It was always pointed out that withdrawing children from these lessons could cause problems and be counter-productive. The other children would naturally be talking about it and the child concerned might easily get the wrong message.

In response to a further query, the Deputy Headteacher said that sessions for the children on self image and peer pressure were in place to help them cope with these aspects of modern life.

### **The Rights Respecting Schools (RRS) Award**

The Headteacher gave an overview of the work by the Yr 5 and Yr 6 children. The RRS Ambassadors had visited another school to learn about Global Citizenship. They had also designed a leaflet for the lobby area. Yr 6 were currently working on a PowerPoint for new parents to explain the purpose of RRS to them.

Governors were delighted to hear that the RRS Ambassadors had been asked to speak about their experience of RRS to UNICEF at Hatfield House.

### **RELIGIOUS EDUCATION (RE) TERMLY ACHIEVEMENT & PROGRESS 2018/19**

Governors noted the data relating to RE in the report. The Headteacher said that this information was in the same format as the Reading, Writing and Maths data because it was skills based.

**A GOVERNOR QUERIED** the number of disadvantaged children listed for Yr 5. The Headteacher noted the error and undertook to make a correction.

*Action: Headteacher*

The Deputy Headteacher said that teachers were being cautious about awarding Greater Depth Standard in RE. She explained that this was a learning process for staff at present. A book scrutiny was planned for the following week as part of the moderation procedure. Governors noted that this process would become more rigorous from September 2019.

**GOVERNORS WANTED MORE INFORMATION** about tracking the children's progress in RE.

The Headteacher replied that schools were reporting this in different ways. The School was using the same tracking system as for other school data at present. She explained that RE skills and Writing skills were different. The children had to

recognise, analyse and summarise the evidence, and were encouraged to question. RE knowledge was necessary and their work was skills based.

**WHEN QUESTIONED FURTHER**, the Deputy Headteacher explained that a skills sheet was at the front of all the children's RE books. Every time a skill or knowledge was mastered, this was ticked. This showed at a glance the gaps in the children's understanding so that staff were able to go over this if necessary. The Deputy Headteacher would bring some of the children's RE books to the next Governing Body meeting for Governors to look through.

*Action: Deputy Headteacher*

### **Staffing in September 2019**

The Headteacher was in the process of allocating teachers to classes for the next academic year. Governors were pleased to note that there had been no last-minute resignations.

A new Assistant Headteacher would start in September 2019, with responsibility for the Early Years Foundation Stage (EYFS).

A short discussion took place on maintaining good support for the children while coping with funding issues.

### **School Roll & Admissions Policy**

The Headteacher highlighted the increased mobility the School was experiencing this year. Governors heard that some families were moving away from the area. Children would be admitted from the waiting list as soon as possible in September, ready for the census in October 2019. Governors were aware that the census determined the amount of funding received.

The Headteacher said that not all children on the waiting list were of the Catholic faith. Governors noted that only 60 children per year group would be admitted, unless the School was required to exceed this limit under the Fair Access Protocol.

Governors were pleased to hear that, despite fewer siblings, all 60 places for the Reception classes had been filled for the next academic year. They were aware of the greater competition for school places due to falling rolls and an increase in the number of high-quality primary schools within the locality.

**A GOVERNOR QUESTIONED** whether the School should continue to require parents to produce a Certificate of Catholic Practice, given the impact of the falling school rolls that was not expected to lessen at primary level.

After a short discussion, during which Father John said that a Baptism Certificate would suffice, it was **AGREED** that this matter would be discussed further by the Admissions Committee.

The Headteacher reminded Governors that changes to the Admissions Policy had to be decided two years in advance.

*Action: Admission Committee*

### **Achievement & Standards Progress for Spring Term 2019**

The progress made by the children in the EYFS, Key Stage 1 and Key Stage 2 in Reading, Writing and Maths was noted. The Headteacher gave Governors the story behind the data for each year group. The difference between boys and girls, especially in Writing development, was noted.

**A GOVERNOR QUERIED** the arrows in the data. The Headteacher replied that these showed a drop or rise in the children's progress from the previous term. It was noted that, in some instances, the makeup of the class had changed.

EYFS The Headteacher highlighted the effect that technology was having on the speech and language skills of very young children. Some were so used to iPads and phones that they often swiped books rather than turn the page.

The Staff Governor spoke about the million-word gap, which highlighted the increased vocabulary and understanding of those children whose parents had read them daily stories prior to starting school. She added that there was an emphasis on reading to the children, as they needed to be exposed to a wide range of books.

Some Governors highlighted that these children would be able to cope better with new technology as they were used to using it from an early age. The Headteacher acknowledged this, but said that it was important to get the balance right.

**A GOVERNOR ASKED** about the number of Educational Health Care Plans (EHCPs) in the EYFS.

The Headteacher replied that there were none at present although there was a high level of need in respect of speech and language. Some children in both Nursery and in Reception were new to the UK and their English language skills were not yet developed.

Gaps in Attainment between Disadvantaged & Non-Disadvantaged Children  
Governors considered the data presented in the report for Key Stages 1 and 2, and questioned the Headteacher on it.

**A GOVERNOR CHALLENGED** the Headteacher on the gap in Yr 2 between the disadvantaged and non-disadvantaged children.

She replied that some of the disadvantaged children in that year group were on the Special Educational Needs (SEN) register. There were behaviour issues and some families had been referred to the Child & Adolescent Mental Health Services (CAMHS).

**A GOVERNOR ASKED** about the challenges for Yr 3. The Headteacher said that there were issues in this year group relating to attendance, due to illnesses and medical investigations. Some doctors' appointments had to take place during the school day. The Vice Chairman said that this matter had been considered by the Catholic Life Committee.

**GOVERNORS QUESTIONED** the support in place for Yr 4. The Headteacher reminded them of the weaker progress in Yr 4 compared to the other year groups, due to the high level of emotional and social needs. This inevitably affected the other children in the year group. A great deal of support was therefore being given to build resilience for all the children in both classes.

The High Incidence Support Team (HIST) worked with both classes to improve behaviour and emotional needs. This support was a traded service that the School bought into as necessary. The adviser from HIST worked on strategies with the class teacher to improve behaviour, and the Special Educational Needs & Disabilities Coordinator (SENDCO) was involved as well. Observations by these professionals of the class dynamics, and talking to the children to get their views, had led to changes being made, such as seating positions.

**WHEN QUESTIONED** about the impact on Yr 4 of this support, the Headteacher replied that it was too early to say at present. The success of this support would become evident in the children's books and better behaviour overall.

Additional Educational Psychologist (EP) hours had been provided. It was noted that the majority of families with an EHCP were in that year group, with three children awaiting diagnosis.

Staff had also received training in Team Teach, which focused on positive behaviour support.

**A GOVERNOR WANTED TO KNOW** in what circumstances an EP's services were required. The Headteacher said that these professionals met needs in children with depression, or those who required emotional support due to high anxiety. The School responded to parents' requests for help in these cases. Governors heard that a referral was made to CAMHS if further specialist help was needed.

The Headteacher highlighted that there were six children in Yr 6 with an EHCP. Governors were warned that this high level of need would have an impact on the 2018/19 SATS results.

### **Attendance**

Governors were pleased to note that, at 97.2% attendance was well above the national average.

It was noted that some children, not being educated in the School, or who were educated part time, still remained on the school roll.

The Vice Chairman said that the Catholic Life Committee had discussed fining parents whose children were persistently absent. The Headteacher confirmed that parents were fined for their child's non-attendance in some cases. Home visits were made to emphasise the importance of regular school attendance and to find ways to help parents achieve this.

### **Travel Plan**

Mrs Groom was thanked for her work on the new Travel Plan. This was being submitted and it was hoped to retain the School Travel Plan Gold Award.

The Headteacher wished to record grateful thanks to the team of parents who were working to implement a one-way system in Vale Drive from September 2019, in order to improve the safety of the children.

### **Music**

An update on Music, which was a strength of the School, had been given by Mr Bell in the report. The choir was attended by 80 children, and the orchestra and recorder group continued to be popular.

### **SEND Update**

An update on this support was given by Mrs Evans SENDCO/Inclusion Leader. The Headteacher said that the School was very supportive of families' needs. There were 57 children receiving SEND support, and 11 children had an EHCP. The number of visits by external agencies to assist the children was noted.

Governors noted the contextual safeguarding briefing for staff every Friday.

## **19/65 PERFORMING ARTS HUB UPDATE & SITE MANAGER'S HOUSE**

The Chairman asked Peter Moger to give an update on the progress of this project. It was confirmed that the School had received the Local Authority Coordinated Voluntary Aided Programme (LCVAP) funding for the refurbishment of the site manager's house.

Peter Moger said that information about the fee structure had been received from Barkers. A surveyor had visited to draw up plans that would give Governors a better idea of the costs involved. These plans were awaited. Another meeting was planned with the Diocese to see if any more funding was available.

**GOVERNORS EXPRESSED CONCERN** about the time being taken to complete this project, which had been planned to start in September 2019.

The Headteacher said that Debra Davies, the Early Years Strategic Leader at the local authority (LA), would be visiting the following day. The Headteacher would take the opportunity to discuss this matter with her then.

*Action: Headteacher*



19/66 **PUPIL PREMIUM**

An update on Pupil Premium was contained in the Headteacher's report.

Governors heard that 14 children in this category received one-to-one interventions, mainly to improve their Literacy skills. The number of children receiving support to attend breakfast, after-school clubs and trips was noted. Families of children entitled to Pupil Premium support also received assistance with school uniform costs.

**A GOVERNOR CHALLENGED** the Headteacher on the data for children in this category relating to their progress in Reading, Writing and Maths during the spring term. She raised concerns that there appeared to be a wider gap between the disadvantaged and the non-disadvantaged children than was evident in the previous term for Reception and Yr 2. She noted that progress for disadvantaged children in Yr 4 was unchanged, and the very good progress of the children in this category for Yr 5. There had been a slight drop in Yr 6 in the progress of the disadvantaged children's Writing.

The Headteacher undertook to check these figures again to ensure their accuracy. She would email all Governors on this query after the meeting.

*Action: Headteacher*

19/67 **SPORTS PREMIUM**

A full update on the many activities enjoyed by the children had been given in the Headteacher's report by the Sports Premium Lead. The application had been submitted for the Gold Award for Sport and PE.

It was hoped that the Healthy Schools Gold Award would be achieved at the end of the year.

19/68 **SAFEGUARDING, ONLINE SAFETY & GENERAL DATA PROTECTION REGULATION (GDPR)**

Sylvia Lehrian said that she would be arranging a meeting on safeguarding with the Headteacher soon.

**Safeguarding Training**

All Governors took part in a quiz to reinforce their knowledge of safeguarding and to emphasise that it was everyone's responsibility to ensure the safety of the children.

The training covered the need for Governors to be fully cognisant with the Designated Safeguarding Staff, the key safeguarding legislation, the Safeguarding Policy and the safeguarding procedures within the School, including the Single Central Record (SCR).

## **British Values**

Governors were reminded of the acronym, DRIL, for British Values:

- D – Democracy
- R – Respect & Tolerance
- I – Individual Liberty
- L – Rule of Law

## 19/69 **REPORTS OF COMMITTEES**

### **Catholic Life**

Sylvia Lehrian gave an overview of the minutes of the meeting held on 10 May 2019, which had been circulated to Governors with the agenda. She said that the committee needed to review the timings of its meetings to improve attendance. It was noted that a Vice Chair of the committee remained to be appointed.

The committee had considered the following:

- The progress and achievement of the children in RE.
- The feedback from the visit in April 2019 of Patrick Murphy, the Diocesan RE Advisor. His very complimentary report was noted, and the recommendation that teachers should ensure that the creativity of the children was being reflected in their books. Governors heard that Patrick Murphy would be visiting the School again this month for a whole day.
- Attendance and persistent absence had been considered in detail. Jo Isaacs was thanked for her excellent work helping families to ensure their children attended school regularly.

The Deputy Headteacher said that parents were being reminded that their children could be brought into school at any time during the day if they were feeling better.

- The SIP had been considered. The key evaluation data for the spring term was looked at in depth. The committee members were pleased to note the children's improvement in Writing progress.
- The behaviour data for the spring term had been scrutinised. The committee were pleased this showed a decrease in negative behaviour. Governors were reminded that an increase in reminders, warnings and time-outs in Reception reflected the teachers' increased expectations of the children in this class as they settled into school.

## **Learning & Achievement**

A learning walk with a focus on Physical Literacy in Nursery, Reception and Yr 1 took place on 10 May 2019. The positive outcomes following the introduction of Physical Literacy in EYFS were also noted with pleasure.

## **Resources**

The minutes of the meetings held on 25 February and 20 March 2019 had been distributed prior to the meeting and were noted.

### 19/70 **RATIFICATION OF POLICIES**

There were none to ratify at present.

## **Complaints Policy**

The Headteacher highlighted that new best practice guidance on complaints policies had been given by the Department for Education (DfE). She would review the Complaints Policy with the help of the Chairman and Vice Chairman.

It was **AGREED** that the updated policy would then be sent to all Governors for consideration and ratification by email.

*Action: Headteacher*

### 19/71 **SCHOOL IMPROVEMENT PARTNERSHIP**

The Headteacher said that the Partnership had met before half term. Governors heard of the changes to the headships of some of the schools in the Partnership.

### 19/72 **TRAINING LINK GOVERNOR'S REPORT**

The Headteacher, Chairman, Vice Chairman and Casey Tolaini had undertaken training in the New Ofsted Framework on 24 May 2019.

Julie Burke had received relevant training in Safeguarding at her workplace on 26 March 2019.

Julie Burke would also be attending the Induction Course for Newish Governors later in the term.

Diocese training link: <https://courses.rcdow.org.uk>

LA training link: [http://cpd10g.schoolcircular.co.uk/pls/dad\\_cpd/gen\\_bystrand\\_fr\\_pub](http://cpd10g.schoolcircular.co.uk/pls/dad_cpd/gen_bystrand_fr_pub)

### 19/73 **EDUCATION AND SKILLS DIRECTOR'S SUMMER TERM 2019 REPORT**

This report had been sent out to Governors prior to the meeting and the following items were noted:

## **1 Educational Standards in Barnet 2017/18**

Governors noted the attached report to the Children, Education & Safeguarding Committee, highlighting the 2017/18 results and areas for development. The second attachment contained the validated results.

## **2 Inspection of Local Authority Children's Services**

In April 2017 Ofsted had graded the local authority's (LA) services to children as inadequate.

Governors noted that Ofsted would be undertaking a further inspection of the effectiveness of the Council's arrangements for the protection of children and the experience and progress of children in care. This inspection would have a wider remit and information was given to assist schools that might be contacted by Ofsted.

## **3 New Governance Handbook**

This updated handbook had been distributed to Governors by the Clerk prior to the meeting, for their attention. It outlined the roles and duties of governors, with advice on the skills and knowledge required to be most effective.

*Action: All Governors*

## **4 Special Educational Needs & Disabilities (SEND) Frequently Asked Questions**

This information was noted.

## **5 Governance Self-Evaluation Audit Tool**

Governors noted that this audit would be available in the autumn term report.

## **6 Early Help 0 – 19 Hubs**

The information on the LA's integrated services relating to these three newly-launched Hubs was noted.

## **7 Governor Services: Governor Advice Officer (GAO) Support**

The information was noted.

## **19/74 GOVERNING BODY MEMBERSHIP**

### **Foundation Governor Vacancies**

The Chairman would follow up the applications to the Diocese of Marc Boucherat and Louise Herlihy.

*Action: Chairman*

19/75 **ANY OTHER BUSINESS**

There was no other business.

19/76 **WHAT WAS THE IMPACT ON THE CHILDREN?**

The Deputy Headteacher gave an overview of how the meeting had focused on the children:

- The teaching of relationships and sex education, following the update by the DfE, had been discussed. The School's emphasis on including parents in all aspects of this education was welcomed by Governors.
- The work of the children as RRS Ambassadors had been noted with pleasure.
- The children's progress relating to RE had been fully considered. The Diocesan adviser had noted the children's obvious pride in their work in this subject.
- Governors had discussed the story behind the Achievement & Standards data and had questioned the Headteacher on it. The Headteacher had also been challenged on the progress of children in the Pupil Premium category.
- The emphasis on reading, and the need for all children to be exposed to a wide range of books to give them the best start to their school life, was discussed.
- Parents and children were praised for the regular attendance, which was above the national average.
- The decrease in children's negative behaviour was celebrated.
- The many opportunities for the children to engage in different sports and activities, such as music, were noted.
- The children's safety was a focus of the meeting. It was hoped a one-way system in the roads around the School would be in place from September 2019. The contextual safeguarding of the children was reviewed weekly by staff. Governors had taken part in safeguarding and British Values training that evening.

19/77 **DATES OF NEXT GOVERNING BODY MEETINGS**

The autumn term meetings were arranged as follows:

**Monday 30 September 2019 at 7 pm**  
**Thursday 21 November 2019 at 7 pm**

19/78 **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: 10 October 2019