

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 24 JANUARY 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

*Mrs Liz Reeve
*Mrs Casey Tolaini
1 vacancy

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.

19/01 **WELCOME**

The Chairman thanked all Governors for their attendance. She welcomed Marc Boucherat to his first Governing Body meeting. He was thanked for his assistance at recent committee meetings.

The Chairman informed Governors that, on 31 December 2018, Rosana Hermosa had resigned due to increased commitments. Governors wished to record grateful thanks to Rosana for the energy and enthusiasm she had brought to her responsibilities as the Sports Premium and Training Link Governor.

19/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted from Father John McKenna, Gordon Fisher and Úna McAuley.

Liz Reeve apologised for her expected late arrival.

19/03 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

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

19/04 **MINUTES OF THE MEETING DATED 15 NOVEMBER 2018**

The minutes of the second autumn term meeting, dated 15 November 2018, were **CONFIRMED** as a fair reflection of that meeting.

19/05 **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:

18/108 Matters Arising from the Minutes: Annual Register of Business Interests
The Deputy Headteacher had checked this after the meeting and most of these forms were in place. She undertook to ensure that every Governor had now completed the form for 2018/19.

Action: Deputy Headteacher

18/111 Pupil Premium The question of whether the Governing Body would benefit from buying into The Key had been considered by the Resources Committee. The Vice Chairman explained the differences in costs between buying into the National Governors Association (NGA) or The Key. It was noted that although The Key was more expensive, useful information could be downloaded. There was an offer available at the present time. After a short discussion, it was **AGREED** that The Key would be trialled for one year and would then be reviewed.

Action: Chair of Resources Cttee

18/114 Headteacher Consultation on School Budget 2019/20 It was confirmed that the Governing Body's decision not to give permission to the local authority (LA) to hold back part of schools' delegated funding had been communicated within the deadline of the consultation.

18/115 Reports of Committees The Chairman reminded Committee Chairs that it would be necessary to check that committee minutes continued to reflect Governors' challenge and questioning.

18/115 Reports of Committees: Training Link The Chairman confirmed that the Governors' skills audit had been completed.

18/120 Any Other Business: Charges for Trips & Outings The Deputy Headteacher reported back on this query. She said that if staff had to have a difficult conversation with a parent, another member of staff was always present. Staff were well supported. The Headteacher confirmed that the robust Debt Management Policy was on the website.

18/120 Any Other Business: Anti-Fraud Policy The Resources Committee would follow up the Vice Chairman's question regarding the efficacy of the internal audit processes, and how audit recommendations were addressed, at its next meeting.

Action: Chair of Resources Cttee

18/120 Any Other Business: Equalities Policy The Vice Chairman confirmed that this matter had been covered in detail at the last Learning & Achievement Committee meeting.

19/06 **VERBAL REPORT OF THE HEADTEACHER**

Catholic Life

A learning walk of the Catholic Life Committee had taken place in December 2018. Andrew Hollingsworth from The Passage had spoken to the children about its mission to transform the lives of homeless people. The Catholic Children's Society had also spoken to the children that term about the Jubilee Year of Mercy.

Class masses had been celebrated. A welcome had been given in 16 different languages, including sign language. Governors heard that the School was paying for a child, who had attended the mass, to receive sign language classes at a local school. The Headteacher explained how these classes were assisting that child's family. Governors were pleased that the School was able to help the family in this way.

Staffing

The Headteacher updated Governors on staffing matters. They were delighted to hear that a staff member on maternity leave had recently given birth.

A new teacher had been inducted before Christmas and was proving to be an enthusiastic member of the teaching team. Another new teacher, employed to cover a class for two terms, had also settled in successfully. A new, well-qualified teaching assistant was working well in the Nursery.

Travel Plan

The Travel Plan Leader had opened a Twitter account to encourage parents and children to either walk or park and stride to School.

Admissions

The Headteacher informed Governors that 103 parents had applied to the School for their children to be admitted in September 2020. Governors heard that more parents might have applied online, but had not completed the Supplementary Information Form (SIF) 2020/21. When questioned, the Headteacher said that these parents would not be turned away for not completing the SIF on time if this could be supplied with the Certificate of Catholic Practice.

The Headteacher highlighted the falling rolls in local primary schools. She said that this was not only related to lower birth rates but also to local secondary schools setting up primary schools that guaranteed a place for the child at secondary level. Governors spoke about a drop in the number of Eastern European families coming to this country.

The Headteacher said that although the School was over-subscribed for September 2019 it was not complacent, and more parental tours would be arranged.

In reply to a question as to whether the School was parents' first choice, the Headteacher explained that this information was not available to schools. The LA dealt with the admissions process. She also confirmed, when questioned, that only 60 places were available in Reception.

Autumn Term Data

Governors noted that this was submitted on the last day of the autumn term. Pupil progress meetings were currently taking place. Once these meetings had been completed, the data would be analysed, shared and discussed at the Learning & Achievement Committee meetings. The School Improvement Plan (SIP) would then be updated with new objectives.

Special Educational Needs

The Headteacher said that educational psychologists were very busy meeting the needs of the community. She wanted more educational psychologist hours for the children, as well as emotional coaching for them, to assist mental wellbeing.

School Review

The Learning Network Inspector (LNI) had conducted an attainment review in November 2018. She had judged that the School continued to be outstanding. A further visit would be made on 13 February 2019 with a focus on Teaching & Learning. Feedback would be given to Governors.

Reporting to Parents

Governors noted that reports would be sent out to parents later this term.

INSET

The Headteacher informed Governors that Team Teach positive handling training was required for some children with an Educational Health Care Plan (EHCP). Staff were regularly sent on this training to equip them with the knowledge to handle situations where children were a danger to themselves or others.

Governors noted that staff would also be attending Writing, Safeguarding, Emotional Coaching, Computing, Music and Middle Leaders' courses that term.

19/07 PERFORMING ARTS HUB UPDATE & SITE MANAGER'S HOUSE

Performing Arts Hub The Vice Chairman reminded Governors of the proposal 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. She reported that Barkers' initial plans and costings, amounting to £62,700 had not included the

redevelopment at the front of the building as a reception area for parents. Governors heard that a ready-made pod would be suitable and more cost-effective for this purpose than additional building work. Internal work would need to be carried out to complete the project. Amended plans and costings were awaited. A short discussion ensued on whether the School would be liable to pay VAT on the cost of these works. Peter Moger would look into this and report back.

Action: Peter Moger

The Vice Chairman updated Governors on funding streams for this project, including Local Authority Coordinated Voluntary Aided Programme (LCVAP) funding. She confirmed that the PTA contribution was expected to amount to £90,000 rather than £108,000 as initially thought. The Headteacher was pleased to say that the PTA team were working very hard for the good of the School. They were thanked for raising £10,000 at the recent Christmas Fair.

Site Manager's House – 1st Floor The Headteacher had looked at this property last term. There was a shortage of suitable rooms for outside agencies, such as speech and language specialists, to work in with the children. It was hoped to convert the upper part of this house for this purpose, including, perhaps, a coffee room for parents.

Site Manager's House – Ground Floor The Headteacher reported on a proposal to use the ground floor for a new two-year-old early education and childcare provision. Debra Davies, the Early Years Strategic Leader at the LA, had been very supportive. She had indicated that funding of £120,000 would be available for this. She strongly advised the School to apply to the Department for Education (DfE) for this funding as soon as possible, so that this provision would be available from September 2019.

Governors heard that the School would know in March 2019 if the funding for this new facility would be granted. In the meantime, plans could be drawn up by Barkers to be considered by the Resources Committee.

A discussion ensued. The Vice Chairman informed Governors that the facility would be able to accommodate 12 children, some of whom could be fee-paying. This would generate income for the School. The split of fee-paying and free places for eligible children was expected to be 50/50. Governors wanted an assurance that the School could discontinue this provision if it did not prove viable.

Following this discussion, it was **AGREED** to go ahead with applying for funding to create a two-year-old early education and childcare provision facility in the Site Manager's previous house.

19/08 **PUPIL PREMIUM**

Pupil Premium Policy Francesca Giacon had met Holly Evans, Inclusion Leader, earlier that week, to go through the Pupil Premium Policy before it was ratified.

This policy had been sent to Governors prior to the meeting. She asked Governors for any questions.

In reply to a query as to the meaning of Ever6, the Headteacher replied that this referred to Pupil Premium funding being given to those children who had either been eligible for Free School Meals (FSM) or who had been in LA care within the last six years.

In response to a further question on the meaning of UFSM, the Headteacher explained that this referred to Universal Free School Meals, which were provided for all children nationally in Reception and Key Stage 1; they were automatically entitled to this free provision. This was not the same as a child being eligible for FSM.

The Headteacher confirmed, in reply to a query, that at present there were no children from service families in the School. This was a further category for provision of Pupil Premium funding, and referred to children who had a parent or parents in the army, navy or air force.

The Headteacher took note of some typographical errors in the policy, including the need to specify that the higher learners referred to were those in receipt of Pupil Premium funding.

Following this discussion, and subject to the amendments noted above, the Pupil Premium Policy was **RATIFIED**.

Pupil Premium Governor's Update Francesca Giacon said that information on Pupil Premium data would be available later in the year. It was hoped that the School would achieve the Inclusion Quality Mark. She had looked at the children's books that had been randomly chosen, and was pleased to report that all marking and teachers' comments were up to date. She had been impressed to see the impact of Pupil Premium funding on the children's progress, and she reported on a calm atmosphere across the School.

A Governor wanted to know the most significant intervention that this funding had paid for. The Headteacher said that this was whole-school training on Writing. There had recently been refresher training for new teachers. Governors were pleased to hear that this training had had a huge impact on the children's progress.

19/09 **SPORTS PREMIUM**

The Headteacher updated Governors on this area of the School. There had been a PE specialists' subject leaders' meeting to discuss the Healthy Schools initiative. It was hoped that the Healthy Schools Gold Award would be renewed by the end of the year. Two members of staff would be attending training on the Healthy Eating Gold Award. This included food standards guidance. Following this training, adjustments would be made to the menus for the breakfast and after-schools' clubs. It was also hoped to achieve the Healthy Early Years London Award, to help parents improve their children's health and wellbeing.

The children were being encouraged to become more active and learn a variety of physical skills, with more exciting playtime equipment and resources. The more sedentary children were targeted and those in Nursery and Reception were also being challenged.

In reply to a question, the Headteacher confirmed that it was not yet known if Sports Premium funding would be continued from the next financial year.

Liz Reeve was thanked for agreeing to take on the Sports Premium responsibility in future.

19/10 **SAFEGUARDING, E-SAFETY & GENERAL DATA PROTECTION REGULATION (GDPR)**

Sylvia Lehrian, Safeguarding & GDPR Governor, updated Governors on the progress being made by Kim McKenzie, Business Manager, on the Single Central Record (SCR), to ensure compliancy. Recommendations by Jane Morris of the LA, following her recent visit, were being addressed. Governors were pleased to hear that most SCR information was in place, although some information remained in files. A further meeting would take place on 29 January 2019 to see what else would be required.

Governors heard that checks on contractors, agency staff and volunteers at the School had been tightened up. References were now required, including a reference for Parent Governors. Parents had to confirm that all necessary checks had been carried out if they wanted outside staff, such as occupational therapists, to be brought into the School. Kim McKenzie was systematically going through these further checks. This work was very time-consuming and she was thanked for her diligence.

Sylvia Lehrian said that she continued to make spot checks and these now had to be recorded on the SCR.

19/11 **REPORTS OF COMMITTEES**

Catholic Life

There had been no meeting so far that term. A learning walk of the committee had been carried out with positive feedback on teaching and learning, the children's behaviour, and the very good standard of their work in their books.

Learning & Achievement

A learning walk of this committee had taken place earlier in the term, with a focus on Yr 6, and comments were fed back to the Senior Leadership Team (SLT). Observations in each class on teaching and learning were followed by a random book scrutiny of that year group.

Governors had been pleased to note consistency across the three classes. The lessons were detailed, dynamic and fast-paced, which encouraged the children to

be fully engaged. Governors had been impressed by the standard of handwriting. They heard that the children had to gain a licence to write with a pen and this encouraged them to make an effort to maintain neat writing. Governors noted the children taking part in Talk Partners, and the use of lolly sticks for the teacher to ask questions randomly of the children.

The Chairman reminded Governors that book scrutinies was the best way to assess the children's progress. The next Learning & Achievement walk would include a random book scrutiny of the whole School.

Other Governors confirmed that it was noticeable that the children's self confidence was growing already since the start of term. Marc Boucherat said that it had been a privilege to take part in the learning walk. He felt that across Yr 6 development was very strong. He added that learning walks gave a different perspective on school data. Governors discussed the triangulation method of matching school data, book scrutinies and progress.

The Chairman commented that as the Yr 6 children were well grown, the School had to make sure they were seated comfortably. The Headteacher said that an occupational therapist had checked the seating arrangements, and the children had freedom to choose how they sat in that year group.

Resources

Peter Moger gave Governors an update. He reminded them that they were still awaiting the result of the LCVAP funding application. Governors heard that in April 2020 this form of funding would cease. The government would be allocating a budget to the Diocese of Westminster and it would apportion funds to schools according to strategic purposes.

Peter Moger highlighted a concern that the contingency budget was expected to be £100,000 at the end of the financial year. He contrasted that with last year's figure of £247,000. This showed that the School was spending more this year than had been budgeted for.

Safeguarding

The minutes of the meeting held on 4 December 2018 had been circulated with the agenda and were noted.

19/12 **RATIFICATION OF POLICIES**

The Pupil Premium Policy had been ratified earlier in the meeting under item 19/08.

19/13 **SCHOOL IMPROVEMENT PARTNERSHIP**

The next meeting of the FAB Partnership would take place on 5 February 2019. The Vice Chairman had visited Foulds Primary School, following their Ofsted

inspection the previous week. She gave Governors an overview of that school's experience of the inspection.

The Headteacher had arranged for Bronwen Tumani, a National Leader of Governance, and the Chair of Foulds' Governing Body, to give Governors training on Ofsted inspections. Paul Whitcombe of the Barnet Partnership for School Improvement (BPSI), would also provide Ofsted training to Governors on Monday 25 February 2019 at 7 pm.

Marc Boucherat was thanked for offering to send Governors some Ofsted curriculum workshops information.

19/14 **TRAINING LINK GOVERNOR'S REPORT**

There was no report that term as this Governor responsibility was vacant at present.

19/15 **EDUCATION AND SKILLS DIRECTOR'S SPRING TERM 2019 REPORT**

This report had been sent out to Governors earlier in the term, and the following items were noted:

1 Update on School Funding

The Secretary of State had announced additional High Needs Funding for schools, in 2018/19 and 2019/20. Further information was awaited on services previously funded by the Education Services Grant.

The funding formula for 2019/20 was expected to be agreed by the Children, Education & Safeguarding Committee and the Schools Forum soon.

2 Update on Ofsted Monitoring Visit

Governors noted the update on the Monitoring Visit on 27 and 28 November 2018. A further visit would be taking place in February 2019.

3 Effective Governance Checklist

Governors noted this item.

4 New Process for LA Governor nominations

This information was noted. The Clerk would liaise with Sarah Beaumont, Governor Services Manager on this matter as necessary. Governors were reminded that the final decision on LA Governor appointments rested with the Governing Body.

5 New Venue for Professional Development & Training

Governors noted that future training sessions would be held at Claremont Primary School, Cricklewood, NW2 1AB; this new facility to be entitled: PDC@Claremont.

6 Information & Support for Governors

A full summary of information, support and training available for Governors from the LA was given, together with appropriate links.

7 Governor Advice Officer (GAO) Support

Governors noted the GAO support, and the invitation to attend the GAO briefing on Thursday 7 February 2019 from 7 pm at Watling Park Primary School.

19/16 GOVERNING BODY MEMBERSHIP

Parent Governor Election

This election, for one Parent Governor, was currently underway. It would end on Monday 4 February 2019.

19/17 ANY OTHER BUSINESS

There was no other business.

19/18 WHAT WAS THE IMPACT ON THE CHILDREN?

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

- The Catholic Life of the School had been celebrated with the children that term; with speakers being welcomed to the School; classes masses every Tuesday, and prayer services every Wednesday.
- Governors had taken part in learning walks in respect of Catholic Life and Learning & Achievement. There had been very positive feedback from both walks about the children's progress, and the consistency across the year groups.
- Pupil progress meetings were currently underway as part of the cycle of monitoring the children's progress to make sure they were being well supported. Reports would be sent out to parents soon.
- The redevelopment of the Site Manager's house, to provide the children with exciting new facilities, had been discussed and an application for funding had been agreed.

- Governors discussed the multi-agency meetings that took place, and the importance of working together for the benefit of the children.
- The School was fully staffed and all new teachers had settled in very well.
- The impact of Pupil Premium funding on the children in this category had been discussed. Governors had considered how Sports Premium funding was improving the health, activity and wellbeing of the children.
- The Safeguarding & GDPR Governor had updated Governors on the constant focus of staff to ensure the children's safety.

19/19 **DATE OF NEXT GOVERNING BODY MEETING**

The date of the next Governing Body meeting was **CONFIRMED:**

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

19/20 **MOTION OF CONFIDENTIALITY**

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

The Headteacher and Mary Ainger left the meeting at this point.

Chairman's Signature: *Alessia Errico*

Date: 14 March 2019