

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 14 MARCH 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.

19/26 **WELCOME**

The Chairman thanked all Governors for coming to the second spring term meeting. She gave a warm welcome to Julie Burke, the recently-elected Parent Governor, who was attending her first meeting.

19/27 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted from Francesca Giacon, Úna McAuley and Casey Tolaini.

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

19/28 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

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

19/29 **MINUTES OF THE MEETING DATED 24 JANUARY 2019**

The Part I minutes of the first spring term meeting, dated 24 January 2019, were **CONFIRMED** as a fair reflection of that meeting.

19/30 **MATTERS ARISING FROM THE MINUTES**

The Chairman checked through the action points in the minutes not yet completed from the last meeting:

19/05 Matters Arising: Pupil Premium The Vice Chairman had made good use of The Key. She recommended all Governors to access it because it contained very useful information for them. Julie Burke would ask Kim McKenzie, the Business Manager, for the login details. The Headteacher said that staff had also been very pleased with this extra resource.

19/05 Matters Arising: Annual Register of Business Interests The Deputy Headteacher said that, having checked with Kim McKenzie, she could confirm that all these forms were in place.

The Clerk would send the Annual Register of Business Interests form to Julie Burke, for completion.

Action: Clerk

19/05 Matters Arising: Any Other Business: Anti-Fraud Policy The Vice Chairman confirmed that the efficacy of the internal audit processes had since been discussed by the Resources Committee and would be thoroughly checked.

19/07 Performing Arts Hub Update & Site Manager's House Peter Moger regretted to report that the School would be liable to pay VAT on the cost of these works.

19/31 **REPORT OF THE HEADTEACHER**

The Headteacher's report had been circulated with the agenda. Governors were asked for any questions or comments.

Catholic Life

Governors noted from the report how the Catholic life of the School community had been celebrated that term. There were 477 Catholic children in the School at present.

School Improvement Plan (SIP) & Self Evaluation Form (SEF)

These two documents had been circulated to all Governors prior to the meeting. Both been considered in depth by members of the Learning & Achievement Committee. The whole-school targets listed in the SIP for 2018/19 were noted.

A GOVERNOR ASKED the Headteacher to explain whether 23% of Yr 6 children not yet on track to achieve their end of Key Stage 2 target in Writing would be supported by interventions.

The Headteacher confirmed that some of these children would be supported in that way. She informed Governors that there was extra teaching support in place

for Yr 6. A teaching assistant carried out personalised learning with the children. If a concept had not been fully understood, they would be helped to go through the previous day's learning again. An extra teacher was also in Yr 6 for two days' a week, to further assist the children's learning. Twice-weekly booster groups were in place which were already having a noticeable impact.

The Headteacher said that, at present, 77% of the children were on track to achieve their end of Key Stage 2 target in Writing. This figure should improve substantially as the year progressed. Governors heard that no significant groups were under-performing. There was a mixture of ability amongst the children in Yr 6; some were Working Towards while others were at Working At. They came into their final year at Age Related Expectations (ARE) and a good number were predicted to achieve Greater Depth Standard by May 2019.

Governors noted that the School was likely to be moderated by the LA in Writing.

A GOVERNOR CHALLENGED the Headteacher on the percentages for Yr 3, Yr 4 and Yr 5, which varied from 72% to 85% of the children on track to meet their end of Key Stage 2 targets. The Headteacher was asked if there was a benchmark.

The Headteacher said that the progress of these children had significantly improved from the beginning of the school year. She informed Governors that the floor standard for the number of children reaching their targets at the end of Yr 6 was 68%.

The children were assessed from their Key Stage 1 results. The Headteacher reminded Governors that some children in Key Stage 1 had been over-assessed. She explained that this was not a criticism; assessment to Level 3 was given at that time if the children could carry out some Level 3 tasks. There had since been a change in the national curriculum. At Greater Depth Standard, the children had to achieve all the skills to reach the standard. Although 66% had been assessed as achieving a Level 3, it would be unlikely that 66% of those children would achieve Greater Depth Standard at the end of Key Stage 2.

WHEN QUESTIONED FURTHER, the Headteacher said that staff were much more robust in their assessments in Key Stage 1 so that this situation would not arise again. There was a cohort-specific level of need in two classes. Staff were cautious when assessing the evidence for children reaching ARE. She explained that this evidence was in the children's books, which showed what they had covered since the beginning of the autumn term. She was pleased to report that some children had made rapid progress.

Autumn Term Data

This data was included in the report. It showed the progress of the children in Reading, Writing and Maths, and the percentage at ARE. The Headteacher had highlighted the strengths and areas of development for the children in the Early Years Foundation Stage (EYFS) and those in Key Stages 1 and 2.

The Chairman said that this information had been discussed in depth and had been questioned and challenged by Governors at Catholic Life and Learning & Achievement Committee meetings.

Governors were pleased to note the good progress being made. They thanked the Headteacher for her very clear explanation of the interventions being used to support the children to help them achieve as well as they could.

The Headteacher said it was reassuring that the recent review of the School by Elaine Aylmer, the LNI, had supported the School's judgement of outstanding.

A GOVERNOR ASKED if there was a list of interventions, and how was their impact was being measured.

The Headteacher said that interventions were put in place for a short time; usually six weeks. The children were tested at the beginning of the intervention and when it had finished, to evaluate its impact. Another group of children was then moved onto the intervention. The effect of the intervention was considered at Pupil Progress meetings with the Headteacher, Assessment Leader, Class Teacher, Assistant Headteacher and Inclusion Leader.

A list of interventions was given on the website in the Pupil Premium Strategy Statement 2018/19. This clearly showed why particular interventions were chosen, how they were implemented and when they would be reviewed.

Feedback from Parental Questionnaire

The Headteacher confirmed that all parents had been surveyed and a good number had responded. She had given the percentage of parents' responses to each question in her report. Governors were generally pleased with these results. The Headteacher thanked the many parents who had written very positive comments on the questionnaire.

GOVERNORS RAISED CONCERNS that 12% of parents had responded to the question: 'I have had to report a case of my child being bullied.' They felt that this was a high percentage.

The Headteacher explained that if a parent was upset about any incident involving their child, this was so often termed as bullying. Every incident reported to staff was investigated and dealt with. All parents concerned were fully involved. If bullying was proved, this was recorded.

Governors were aware that the definition of bullying varied and was open to interpretation. It was generally accepted that it should mean persistent unkindness or bad behaviour towards another child over a period of time.

Bullying Allegations

The Headteacher reminded Governors that she gave details of any reported incidents in her report each term.

That term two bullying allegations had been made. These had been fully investigated, with the involvement of the parents. The Headteacher regretted that one of these incidents had been substantiated and had been recorded as a bullying incident.

Reporting to Parents

Governors noted that parents would receive their children's mid-year report the following day. It would give information on their strengths in each of the national curriculum subjects, together with their areas of development. Parents and children would be encouraged to focus on the development points together, to help them attain their end-of-year targets.

During the summer term parents would be invited to an Open Evening to look at their children's work and achievement across the School. Parents would receive written confirmation of their child's achievements at the end of the summer term.

Staffing

Governors had received the current list of all members of staff employed at the School before the meeting.

The Headteacher was pleased to report that an Assistant Headteacher & EYFS Lead had been successfully recruited. The Headteacher gave details of her experience and how the post had been advertised.

A GOVERNOR CHALLENGED the Headteacher to explain why there was no Maths Leader on the staffing list.

She replied that the Maths Lead was currently on maternity leave and would return the following week. Her post had been covered in her absence by a teacher in Key Stage 1 and another in Key Stage 2.

Leavers' Initial School Places for September 2019

The Headteacher had provided a list of secondary school transfers for Yr 6 children as known at the present time. She regretted to say that some families had inevitably been disappointed. She informed Governors that in two cases she had been requested to write a letter of support to assist with the appeals. She had agreed to do so to help parents at a difficult time for their families.

A GOVERNOR QUESTIONED whether more places could be allocated by Loreto College.

The Headteacher replied that this was not likely, as this Catholic school had a wide catchment area. The School had been given five places, which was more than other local schools. She was very pleased that parents continued to take up these places. The allocation had been increased at the request of the School a few years ago. Maintaining this support should ensure that the number of places offered would not be reduced.

Early Years Foundation Stage (EYFS)

The Headteacher was pleased to report that the Nursery was now full five mornings a week. Governors noted the training that had been arranged for EYFS staff, including a course on ensuring accurate assessments.

Special Educational Needs & Disabilities (SEND) & Inclusion

Governors noted that 52 children in the School received SEND support.

There were eight children with an Educational Health Care Plan (EHCP). Two children were under assessment for an EHCP and one was at the application stage.

Visits from External Agencies

A full list of visitors was given in the report.

A GOVERNOR ASKED how and where the children were supported by the Child & Adolescent Mental Health Services (CAMHS) staff.

The Headteacher replied that three children in Key Stage 2 were assisted by this service. She, together with the Pastoral Leader and Assistant Headteacher, worked with CAMHS to support these children and their families privately in a room on the premises.

Exclusion & Discrimination Reports

Governors were pleased to note there had been no exclusions that term.

The Headteacher said that discrimination reports related to the nine areas of the Equalities Act 2010. One racial discrimination incident had been logged. The parents had been informed and the issue had been dealt with.

Barnet Dance Festival

This event had taken place the previous day. Governors had been very impressed and proud of the children who had taken part. It was noted that the group of children involved was made up of boys and girls with a range of abilities. Miss Hunt was thanked for her expertise in choreographing their performance with the help of two teaching assistants.

19/32 **RATIFICATION OF THE SCHOOL BUDGET 2019/20**

The Chairman informed Governors that the School Budget for 2019/20 was not yet ready for ratification. A meeting of the Resources Committee would be held to deal with this on Wednesday 20 March 2019 to which all Governors were invited.

It was **AGREED** that the completed budget would be circulated by email to all Governors directly after the meeting for ratification.

Father John joined the meeting.

19/33 **PERFORMING ARTS HUB UPDATE & SITE MANAGER'S HOUSE**

Performing Arts Hub Peter Moger informed Governors that the plans and approximate costings of £125,000 for the conversion of the extra class for this purpose had now been received from Barkers. This quotation was higher than expected. Further quotations were being sought. It was noted that a large cost involved the moving of the toilets. A follow-up meeting with Barkers had been arranged. A meeting with the PTA regarding its contribution had also been scheduled.

A GOVERNOR CHALLENGED whether, in the light of this increased quotation, it would be less expensive to reconsider having a modular building.

Peter Moger said that the ground works would be costly. He undertook to check this and would report back.

Action: Peter Moger

Governors noted that a meeting with Nigel Spears, Assistant Director (Capital Strategy) of the Diocese of Westminster (the Diocese) had been planned for Tuesday 19 March 2019. Barkers would be invited to attend this meeting.

Site Manager's House – Ground Floor Peter Moger reminded Governors that funding from the local authority (LA) of £120,000 would be available to convert the ground floor of this property into a new two-year-old early education and childcare provision. An initial quotation for this conversion had indicated it would cost over £200,000 to complete, which made this project much less attractive. He outlined a possibility that Nigel Spears might arrange a loan to the School to cover this extra cost.

Peter Moger pointed out that the terms of the funding from the LA would require the School to provide places in this two-year-old provision for six children at half the actual fee. There would be twelve places available, half of whom would pay full fees. His concern was that this project might not be a viable proposition for the School. No other Barnet schools had applied for this funding.

Site Manager's House – 1st Floor Governors heard that, following the proposed works on the house, an external stairway would be in place, but the rest of the upstairs area would need to be converted into meeting rooms for outside agencies to work with the children. It was hoped there could also be areas for the local community, such as a parents' coffee room.

Father John's suggestion, that a quiet room for meditation and prayer would be an asset to the School, was welcomed.

Peter Moger was concerned that the School could lose money running this facility, unless assisted by the Diocese. He would report back to Governors once the meeting on 19 March 2019 with the Diocese and contractors had taken place.

Action: Peter Moger

19/34 **PUPIL PREMIUM**

The Headteacher had given an update on Pupil Premium in her report.

Governors noted that 63 children were in this category across the School. The Pupil Premium strategy would be reviewed at the end of the spring term in the light of the spring term data.

19/35 **SPORTS PREMIUM**

Liz Reeve had recently met Nicki Whatley, the Sports Premium Lead, for an introduction on how this funding was being spent to improve the PE and sporting opportunities for the children.

Governors were aware that the government had only pledged to support this funding until 2020.

19/36 **SAFEGUARDING, E-SAFETY & GENERAL DATA PROTECTION REGULATION (GDPR)**

Single Central Record (SCR) Sylvia Lehrian, Safeguarding & GDPR Governor, reminded Governors that the School was focusing on updating the SCR. She explained that this was a massive exercise and thanked Kim McKenzie for all her hard work in completing this onerous task. Governors were aware that the SCR was a key area for checking safeguarding in the event of an Ofsted inspection. Governors heard that Jane Morris of the LA would make a visit to confirm that the School was now compliant.

A GOVERNOR CHALLENGED as to why the SCR had not been kept completely up to date.

Sylvia Lehrian replied that the LA's format used by schools had been changed in line with new safeguarding guidance. Extra columns had been added to include everyone with access to the School. This new format had resulted in a great deal of work to complete it accurately.

A GOVERNOR REQUESTED more information on the data held on the SCR.

Governors heard that it had been necessary to go through every staff personnel file and the records of all volunteers and contractors, including cleaners. A further complication was that references for staff used to be held by the LA and were now unavailable. Internal references and risk assessments for these people had to be recorded.

Governors noted that not all the information was digital; some was stored in paper files. These had to be recorded on the SCR.

A GOVERNOR ASKED where this information was stored and who had access to it.

Sylvia Lehrian said that the digital information was encrypted and stored on the School's server. Kim McKenzie was in charge of this and the very limited access to it. The paper files were kept locked away.

Governors were reminded that this working document was frequently in use by Kim McKenzie. Sylvia Lehrian would do spot checks of these records every half term, which would be recorded on the SCR.

19/37 **REPORTS OF COMMITTEES**

Catholic Life

Sylvia Lehrian went through the minutes of the meeting held on 1 February 2019 in detail. These would be distributed to Governors directly after the meeting. A Vice Chair for this committee had yet to be appointed.

Nursery Admission Procedure Sylvia Lehrian informed Governors that regrettably some parents had been misinformed regarding Nursery admission. This had since been addressed.

A GOVERNOR QUESTIONED how this error had occurred.

Sylvia Lehrian replied that some parishes had mistakenly informed parents of the need to complete a Certificate of Catholic Practice (CCP) for admission to the Nursery. She explained that the secretaries of each parish had been emailed directly to make it clear that this was not a requirement for nursery admission, and that their procedures should be amended.

Autumn Term Progress & Achievement in RE Although detailed data had not been available, the expectation was that the children were making good progress, with a good number achieving ARE. Governors noted that the School had raised the challenge in RE teaching and learning. A book scrutiny had been carried out on 31 January 2019. Excellent marking and different genres of writing had been noted.

School Improvement Plan (SIP) Governors had discussed the aim of the SIP to ensure that non-SEN boys would make as much progress as non-SEN girls in Writing and Moving and Handling in EYFS.

A GOVERNOR HIGHLIGHTED that the committee had since checked the records in EYFS. Governors noted that 18 boys, compared with 10 girls, were summer-born children.

Non-Catholic Staff Governors noted that 39% of staff members were non-Catholic.

A GOVERNOR ASKED how non-Catholic staff were being assisted to deliver RE effectively.

Governors heard that these members of staff were heavily supported by the Deputy Headteacher, as well as their parallel teachers, to ensure that their lesson planning was exciting and creative. RE lessons were regularly monitored by the Senior Leadership Team (SLT) and the Catholic Life Committee.

Attendance Although the figure of 97.02% was slightly lower than at the same time last year, then at 97.35%, it was well above the national average. The ways the School worked with parents to continue to maintain good attendance and punctuality had been discussed.

Behaviour The committee had discussed behaviour issues in the autumn term in a particular class. The High Incidence Support Team (HIST) had been brought in to observe and had reported on the excellent approach of the class teacher to behaviour management. Governors were pleased to note that behaviour had improved that term and this was expected to have a positive impact on the children's learning.

The next meeting of this committee would be held on Friday 29 March 2019 at 11 am. The committee would undertake a learning walk, with a focus on Behaviour Management in Yr 1, Yr 3 and Yr 5.

Learning & Achievement

The minutes of this committee, dated 4 March 2019, had been circulated with the agenda.

The Chairman thanked Casey Tolaini for her excellent minutes, which had recorded Governors' questions and challenges on the Autumn Term Data and School Improvement Plan.

The Chairman welcomed Elaine Aylmer, the LNI's, confirmation of the School's outstanding status. She said that the LNI had been challenging and meticulous in conducting her review.

The Chairman invited Julie Burke to become a member of this committee, and this was **AGREED**.

The next meeting would be on Friday 10 May 2019, from 9.30 am until 10.30 am. The learning walk would focus on Physical Literacy in the Nursery, Reception and Yr 1.

Resources

The minutes of the meeting held on 25 February had been circulated with the agenda. Peter Moger gave an overview of it.

School Budget Peter Moger said the focus had been on the December Forecast & Virements; benchmarking; policy renewal and budget scrutiny. It was noted that the number of bank accounts held by the School had been reduced to avoid unnecessary bank charges.

Debt Management Policy Peter Moger highlighted that the committee had agreed to change this policy, to include the possibility of parents being taken to the small claims court if over £250 was owed to the School. An administrative charge would be added.

Lift & Photocopiers Governors were pleased to hear that the lift had now been repaired and was in full working order. The photocopiers had also been replaced. The Headteacher said that staff found these much more satisfactory.

Premises Check Gordon Fisher said this had been very thorough. It had involved going into every classroom and checking the outside premises, as well as the fencing, to ensure it was secure. A list had been made and a schedule of priorities drawn up for the Site Manager by Kim McKenzie. This list would be checked every two weeks.

Gordon Fisher was pleased to say that the School was in a reasonable state. He highlighted jobs to be completed, including the drainage of a drinking fountain, some window replacement and the need for a new, more open kitchen servery to accommodate the increase in meals being produced.

Safeguarding

The minutes of the meeting held on 29 January 2019 had been distributed with the agenda. The focus on the SCR was noted.

19/38 RATIFICATION OF POLICIES

There were none to ratify.

19/39 SCHOOL IMPROVEMENT PARTNERSHIP

The Headteacher would be attending a meeting of the FAB Partnership the following week.

19/40 TRAINING LINK GOVERNOR'S REPORT

There was no report as the Training Link Governor had yet to be appointed.

Ofsted Training Governors had received training in Ofsted expectations on 25 February 2019.

The Clerk intended to highlight Governors' questioning in the minutes to assist Ofsted inspectors who would be looking through them for evidence of governor involvement. It was noted that this should also apply to the committee minutes.

Safeguarding Training Level 2 Safeguarding training for staff would take place from 9.30 am until 12 noon on Tuesday 26 March 2019. Governors who needed to refresh their training were asked to let the Deputy Headteacher know that they would be attending.

Action: All Governors

Sylvia Lehrian had devised a Safeguarding Quiz to help reinforce essential safeguarding knowledge and Governors' key responsibilities. Governors would be asked to complete this at the summer term meeting.

Action: Clerk

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

LA training link: http://cpd10g.schoolcircular.co.uk/pls/dad_cpd/gen_bystrand_fr_pub

19/41 **GOVERNING BODY MEMBERSHIP**

Foundation Governor Vacancies

Marc Boucherat and Louise Herlihy had been invited to submit their Foundation Governor applications to the Diocese.

19/42 **ANY OTHER BUSINESS**

There was no other business.

19/43 **WHAT WAS THE IMPACT ON THE CHILDREN?**

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

- Julie Burke, the new Parent Governor, and the new Assistant Headteacher had been welcomed to the school community.
- Staff and Governors now had access to The Key which improved the resources available to staff and Governors for the benefit of the children.
- The Resources Committee continued to concentrate on creating the Performing Arts Hub and to redevelop redundant areas of the School, to improve the experience of the children.
- Governors had challenged the Headteacher on the children's progress and achievement across the School. They had checked that the strategies in place were effective and would help them attain as well as possible.

- Governors had celebrated the opportunities for the Yr 6 children in their secondary transfers. The children's achievement at the Barnet Dance Festival had also been recognised.
- A challenging review of the School by the LNI had validated its outstanding judgement.
- Safeguarding the children was paramount. The SCR was regularly checked; the School and surrounding grounds were monitored to ensure the children's safety, and the lift had been repaired. Staff and Governors continued to update their safeguarding training.

19/44 **DATE OF NEXT GOVERNING BODY MEETING**

It was **AGREED** it would only be necessary to have one Governing Body meeting in the summer term, the date of which was **CONFIRMED**:

Summer Term: Thursday 6 June 2019 at 7 pm

19/45 **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 left the meeting at this point.

Chairman's Signature: *Alessia Errico*

6 June 2019