

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON MONDAY 25 NOVEMBER 2019

GOVERNING BODY MEMBERSHIP

Name	Governor Type	Term End	Present/Apologies/Absent
Alessia Errico (Chair)	Foundation	31/8/20	Present
Sylvia Lehrian (Vice Chair)	Foundation	31/8/20	Present
Fr John McKenna	Foundation	31/8/21	Apologies
Fr James Fasakin	Foundation	31/8/20	Apologies
Francesca Giacon	Foundation	31/8/20	Apologies
Peter Moger	Foundation	31/8/21	Present
Peter Collins	Prospective Foundation		
Vacancy	Foundation		
Gordon Fisher	Local Authority (LA)	13/1/21	Present
Julie Burke	Parent	6/3/23	Apologies
Liz Reeve	Parent	16/5/22	Present
Casey Tolaini	Parent	6/12/19	Present
Maureen Kelly	Staff (Headteacher)	n/a	Apologies
Úna McAuley	Staff	7/6/22	Present
Non-Voting Attendees			
Marc Boucherat	Associate Member (Committees)	24/11/23	n/a
Mary Ainger	(Deputy Headteacher)	31/8/20	Present
Nicki Whatley	(Assistant Headteacher)		Present
Sheila Bennett	Clerk	n/a	Present

PART I

The meeting opened in prayer.

19/113 **WELCOME**

The Chair wished all Governors a happy St Catherine's Day. They were thanked for attending the second autumn term meeting.

19/114 **GOVERNING BODY MEMBERSHIP**

Prospective Foundation Governor

A warm welcome was given to Peter Collins who was introduced by the Chair as a prospective Foundation Governor. The Chair was delighted he had offered to put himself forward. She added that his background in secondary education and banking would be very useful to the Governing Body.

Peter Collins's application form had been sent to the Diocese of Westminster (the Diocese). Governors were reminded that the appointment process could take some while. In the meantime, it was **RESOLVED** that Peter Collins would be welcome to attend both Governing Body and committee meetings as a non-voting observer.

Appointment of Associate Member

The Chair reminded Governors that Marc Boucherat had been giving very helpful assistance to the School's committees for some time. A short discussion followed, during which the Chair explained that he would not routinely attend Governing Body meetings due to other commitments.

It was **RESOLVED** that Marc Boucherat be appointed an Associate Member of the Governing Body for a four-year term, with immediate effect.

Parent Governor Election

The term of office of Casey Tolaini would end on 6 December 2019. The Chair wished to thank her for her helpful support in so many areas of the Governing Body. She had been Vice Chair and Chair of the Learning & Achievement Committee, as well as serving on various panels. She was thanked for her generosity in giving her time to the School. Her enthusiasm, expertise and positivity in her role had been greatly appreciated.

An election for a Parent Governor was currently underway.

19/115 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted from Maureen Kelly, who was absent due to the illness of a close member of her family. Governors wished her and her family well.

Julie Burke, Francesca Giacon, Father James Fasakin and Father John McKenna had also sent apologies for absence, and these were accepted.

19/116 **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.

19/117 **MINUTES OF THE MEETING DATED 10 OCTOBER 2019**

The Part I minutes of the first autumn term Governing Body meeting, dated 10 October 2019, were **CONFIRMED** as a fair reflection of it, with one correction:

19/95 Governors Fund In the last line, *term* should be replaced by *month*.

19/118 **MATTERS ARISING FROM THE MINUTES**

The Chair checked through the action points not yet completed or dealt with elsewhere.

19/89 Annual Register of Business Interests All Governors were reminded to complete this form and send it to the School Office if they had not already done so. The Clerk would check that all had been received.

Action: Clerk

19/93 Report of the Headteacher: Pupil Premium The Assistant Headteacher said that she and Holly Evans, SENCO, had looked through the figures relating to disadvantaged children and those also in the English as an Additional Language (EAL) category. The areas of development for these groups, and how to address them, had been discussed in depth at the previous meeting of the Learning & Achievement Committee.

19/95 Governors' Fund The Vice Chair said that once the plans for the Performing Arts Hub had been finalised, a letter would go out to parents giving them further details of this exciting project. A fundraising effort could then be launched, so that as much money as possible would be raised for the benefit of the children.

The Headteacher was also planning to set up Parent Pay so that parents could easily contribute through different options online.

19/103 Governing Body Membership: Governors' Update The Chair highlighted the importance of letting parents and the wider school community know that the Governing Body was the employer of the staff. She would update parents on the work of the Governing Body over the past academic year. The purpose of this was to give them an insight into Governors' strategic responsibilities over all areas of the School.

Action: Chair

19/106 Any Other Business: Mumps, Measles and Rubella (MMR) Jab Governors had expressed concern at the last meeting as the incidence of measles was rising rapidly in the borough. This was due to fewer children being inoculated against the disease. Governors discussed complacency amongst parents, and misinformation being put out by social media. It was also noted that the way GPs informed parents of the immunisation programme varied, and this had a negative effect on take-up.

QUESTIONED, it was confirmed that although it was not possible to put a reference to this on the application form, the Staff Governor suggested that the importance of immunisation could be discussed as part of home visits.

The Deputy Headteacher added that parents had been invited to a Coffee Morning on 2 November 2019 with the School Nurse, to raise awareness of this matter. Parents of older children were being reminded that it was not too late to immunise their children against measles.

QUESTIONED, the Assistant Headteacher replied that more children were being immunised against flu.

19/119 **VERBAL REPORT OF THE HEADTEACHER**

The Deputy Headteacher gave a verbal report to Governors, in the absence of the Headteacher.

Catholic Life

The Deputy Headteacher was pleased to report on the many masses and weekly prayer services that took place in the School. Father James was thanked for celebrating a special St Catherine's Day Mass that day. The children loved welcoming their parents and grandparents to these events.

Relationships & Sex Education (RSE) Policy

The Deputy Headteacher highlighted the work of the Catholic Life Committee on the review of the RSE Policy. This was in response to the statutory requirements from September 2020.

The Deputy Headteacher gave an overview of the workshops for parents on RSE, covering the early years, the lower school and the upper junior children. Training for staff and the RSE Leader had been undertaken. The good attendance at parental meetings, and the importance of the home, School and Parish working in partnership on this matter was highlighted.

Governors were pleased to hear that parents were being fully involved in RSE teaching, and that staff were able to reassure them on how challenging questions from the children were answered.

The School bought into Ten Ten, the Christian and Catholic theatre company, which provided related resources from Yr 1 to Yr 6. (This would be extended from Nursery to Yr 6 by September 2020.) This covered all aspects of RSE.

Governors were aware that parents had read stories online and in the media about changes to the way this subject was being taught in schools. The Deputy Headteacher explained that the most significant change had been to comply with the Relationships and Health Education requirements as of September 2020. The sex education information had not actually changed.

Governors noted that from September 2020 it would be compulsory for all schools to teach Relationships and Health Education. Staff training had already been completed and this important addition to the curriculum would be trialled for two terms.

The Deputy Headteacher said that the School was reaching out to everyone in the community on this matter. Father John had looked at all the resources and endorsement by the Diocese had been confirmed.

Over the next few terms feedback on the Relationships and Health Education trial and the Ten Ten resources would be made to the Diocese and to Governors. Final analysis would be made in July 2020.

QUESTIONED, the Deputy Headteacher replied that the main concerns of parents were not related to the Ten Ten programme, but to stories they had read in the news. Parents had access to information on RSE on the parent portal, although they were not able access all the resources. The Deputy Headteacher gave information on the very few parental concerns that had been raised, and how these had been allayed.

Section 48 inspection

The Deputy Headteacher said that the report of the Section 48 inspection by the Diocese on 20 September 2019 had been received and shared on the website. Governors congratulated the Headteacher, Senior Leadership Team (SLT) and all members of staff on achieving this outstanding judgement.

Governors heard that Patrick Murphy, Primary RE Advisor at the Diocese, had been invited to the Christmas Concert on 4 December 2019. Afterwards he would be giving his advice on the School's action plan for future development. The action plan was due to be finalised at the Catholic Life Committee meeting on 29 November 2019.

Admissions

Governors were pleased to hear the positive news that twelve new children would be starting in the Nursery in September 2020. All new children had a thorough induction and home visit prior to starting at the School.

There was a large waiting list. A large number of parental tours had taken place for the new Reception class 2021.

The mobility issues across the School were noted. It was observed that mobility was a feature in many schools within the borough at present.

Ofsted Preparation

Katie Dawbarn, Learning Network Inspector (LNI), had made a 90-minute telephone call to the School. She had questioned the Senior Leadership Team (SLT) in the same way that Ofsted would at the start of an inspection. Although this had been very challenging, it had been good for staff preparation. The LNI had also undertaken a deep dive in Science. She had observed two Science lessons, looked at books and had spent time speaking to the children.

Following this assessment, Katie Dawbarn had supported the School's valuation of outstanding under the new Ofsted framework. Governors were aware that this would be difficult to achieve. They were pleased with the confirmation that the School was on track. The SLT and some Governors were undertaking training relating to the New Ofsted Framework.

The recent training by Helen Morrison, LNI had been excellent. It had ensured that all staff had a shared vision for the children.

Curriculum Maps

The Assistant Headteacher said that these were being updated with information on meticulous sequencing and progression from the early years to Yr 6. Once completed, the curriculum maps would be uploaded on the website.

All subject leaders would have an overview of the work in every year group. This would help staff to be really clear about what the children had been taught in previous years. This knowledge was essential when making links between new work and what had already been covered. There was an emphasis on building on the children's previous knowledge in the new Ofsted Framework.

Governors noted that, at present, last year's curriculum maps were on the website. These would be updated soon.

The Deputy Headteacher spoke about the proactive work of the subject leaders, who met regularly and supported each other. They were working with real passion on their particular area of the curriculum. The Science Leader would be sharing her experience of the deep dive with other subject leaders that week.

QUESTIONED on how subject leaders were being supported and their wellbeing checked, given the amount of responsibility they had, the Deputy Headteacher said that they were given real time out of class to do pupil interviews, focus on displays and to carry out assessments. A meeting later this week would aim to make sure they had all the information they needed to hand. Subject leaders would act as critical friends, asking key questions of each other. The Deputy Headteacher said that more time out of class would be allowed if necessary.

The Assistant Headteacher added that staff in Key Stages 1 and 2 met weekly to share any concerns. Curriculum mapping skills were able to be taught during those meetings in a less formal way.

The Deputy Headteacher concluded the discussion by saying that not only subject leaders, but class teachers, support staff and Governors would be questioned by Ofsted. The importance of good preparation was paramount. Governors noted that the next data drop was awaited.

19/120 **PERFORMING ARTS HUB UPDATE & SITE MANAGER'S HOUSE**

Performing Arts Hub

The Chair asked Peter Moger to update Governors on the progress of this project.

Peter Moger said that this project was progressing well. The drawings had been received. A number of options were on offer, and Governors were clear what they wanted. Peter Moger emphasised that it was important not to take the cheapest option because some finishings, such as wood, resulted in high maintenance costs. A much more robust finish would be chosen.

Peter Moger had sent all the drawings to Governors for them to consider and feedback any comments.

Action: All Governors

Once the new building work began, additional fundraising could begin. In respect of funding, there would be a shortfall. The project was expected to cost approximately £100,000. Local Authority Coordinated Voluntary Aided Programme (LCVAP) funding had already been received for this financial year. No more money would be available from the Diocese unless it was borrowed by the School over a five-year period.

It was **AGREED** that this project should go ahead as quickly as possible. A meeting would be set up with all parties to move this project forward.

Action: Peter Moger

Two-Year-Old Nursery Provision

Peter Moger was pleased to say that the money from the local authority (LA) for this provision was in place. The project was expected to cost £124,000. It would be necessary to make sure that enough children would be admitted for this to be a viable undertaking for the School. Parents were keen for this provision to be available on site, although Governors were reminded that a place in this new facility would not automatically guarantee a child a place in the School.

A short discussion took place about local nurseries closing due to lack of funding. Governors were reminded that the LA had suggested that the School should open this facility and that the funding from the LA was ready. The provision would need to be operational by September 2020.

QUESTIONED, Peter Moger confirmed that another additional class would not be required by the LA because primary school places were falling.

Governors noted that this would mean that two exciting building projects would be taking place simultaneously.

19/121 **PUPIL PREMIUM**

As Francesca Giacon was absent, there was no Pupil Premium report. The Assistant Headteacher said that she would be meeting her soon.

19/122 **SPORTS PREMIUM**

Liz Reeve, the Governor with responsibility for Sports Premium, had met Nicki Whatley recently. Governors were pleased to hear that an inspection of the multi-use games area (MUGA) had been carried out. The MUGA had not been used since September 2019 because the surface had been lifting. It would cost £1,500 to repair this and the work would start in December 2019. The MUGA would be ready for use in the spring term.

Peter Moger confirmed that he would check the budget to ensure that this funding would be available.

Action: Peter Moger

Liz Reeve said that the purpose of Sports Premium was to encourage the children to become interested in sport of all kinds and to become more active to improve their health. It was important to show evidence of the benefits of this funding.

A check had been made and five areas of priority had been identified:

- A new storage area was planned, as more equipment was needed for the children during lessons. This might mean the removal of some sheds.
- To increase the engagement with professional sport in the School, it was proposed to build a trophy cabinet to celebrate the children's winnings.
- The skills and knowledge of different sports and PE would be improved throughout the School. A questionnaire would be completed by staff on continuing professional development (CPD) and future training sessions were being arranged.
- An increase in the children's participation in competitive sports with other schools was planned.
- Some Sports Premium funding would be used on new kits for the children for netball and football. It was confirmed that teaching staff had their own PE kits to look professional and raise the profile of sport within the School.

Governors spoke about their awareness of the children's increased interest in different sports. The tasters of different activities were an excellent way of drawing them in to have a try at a sport they had no previous experience of.

Fencing had become very popular. Some Governors had observed the children fencing with great enjoyment. A scoring system was in place. Governors felt that this sport also contributed to good discipline. Fencing had been launched the previous year during Sports Week. Professional fencers had given a demonstration to the children. The Deputy Headteacher was delighted to say that talent had been spotted, which was resulting in some children being trialled.

The Deputy Headteacher commented that after karate sessions the children went back to class eager and ready for learning.

The Staff Governor highlighted the improvement in the football pitch which had made home matches for the children much more enjoyable.

Liz Reeve said that her next meeting with Nicki Whatley would focus on assessment and the allocation of funds.

19/123 **SAFEGUARDING, ONLINE SAFETY & GENERAL DATA PROTECTION REGULATION (GDPR)**

Sylvia Lehrian, the Safeguarding Governor, had a meeting with the Headteacher on 11 October 2019. An overview was given:

- The new Safeguarding Policy had been updated with changes relating to the new guidance. This policy had been ratified by email on 11 October 2019.
- The Catholic Life terms of reference had been checked by the Safeguarding Governor, to ensure that the references to safeguarding were fully up to date.
- Three fire wardens were in place and their training was being kept up to date.
- The work to link the fire alarm in the School to the Nursery, which had been raised at the previous Governing Body meeting, was in hand.
- The fire drills had taken less than two minutes to evacuate the School. Governors heard that, if the children were not wearing shoes when the alarm sounded, they went straight out of the building as they were.
- The LA had sent a safeguarding audit template that would be considered.
- The Headteacher and Vice Chair had attended a full-day Level 3 Safeguarding & Child Protection Course on 23 September 2019.

A safeguarding meeting for that day had been postponed. At the next meeting the areas of responsibility relating to latest legislation and the new RSE would be checked to ensure compliancy in all areas.

QUESTIONED by the Safeguarding Governor, Peter Moger confirmed that the School buildings had been checked. An action plan was in place to correct issues that had been identified, which were mostly cosmetic.

QUESTIONED by the Safeguarding Governor, it was also confirmed that the sports equipment was being checked regularly.

The Safeguarding Governor said the Single Central Record (SCR) would be checked every half term to make sure it was totally compliant. The Business Manager was in charge of this and was thanked for her diligence. Governors were aware that this key safeguarding area was checked by Ofsted.

19/124 **REPORTS OF COMMITTEES**

Catholic Life

The terms of reference had been checked and updated by the committee. The next meeting of this committee would be on Friday 29 November 2019.

Learning & Achievement

The Chair said that this committee met once a term for a meeting and once for a learning walk. There had been a deep dive on Reading across the School when this committee had recently met.

The Deputy Headteacher gave examples of different ways of engaging the children in Reading in the Nursery and Reception. The emphasis in Year 1 was on Phonics. Reading group activities took place higher up the School. Governors had been given the opportunity to talk to the children during the deep dive. They were pleased at their high level of engagement and said it was apparent that Reading was intrinsic to their learning.

The Vice Chair had spoken to the children about the 30 Books Challenge, which they were very enthusiastic about. She emphasised the need for the children to understand the text while they were reading. The Vice Chair was thanked for coming into the School to read with Yr 2 children on a regular basis. She responded by saying that observing the development of the children's expertise as they moved through the School was very interesting to see.

Resources

That evening, prior to this meeting, Peter Moger and Gordon Fisher had checked through the budget. They were pleased to report that the budget was in a healthier position than at the start of term, following the receipt of payments relating to Special Educational Needs & Disabilities (SEND).

Future major expenses had been identified, including the need for valves to be fitted on all radiators. A difficulty with the supply of hot water that term had been sorted out.

Governors heard that the extractor fan in the kitchen had broken. As a safety precaution, the gas supply was shut off. This emergency resulted in meals being sent to Underhill School for cooking. They were thanked for their help in making sure that the children had a hot meal that day.

19/125 **RATIFICATION OF POLICIES**

Critical Incidents Plan

This document had been circulated to Governors prior to the meeting, and was **RATIFIED**.

Disciplinary & Grievance

This policy, which had been reviewed with no changes, was **RATIFIED**.

Relationships & Sex Education (RSE)

This policy had been updated to include serious crime and upskirting. It was **RATIFIED**.

QUESTIONED, the Deputy Headteacher explained to Governors how the children's questions on matters such as different types of relationships and same-sex marriage were dealt with. She said their questions were answered as openly and sensitively as possible. Governors heard that answers given were in line with Catholic teaching, but were not judgemental of any other faith or belief. The children were taught to respect other people of all cultures and beliefs.

If necessary, a child was taken aside and parents might be informed.

The Deputy Headteacher emphasised the partnership of the Church, Family and the School.

Sickness Policy

This policy, which had been updated in line with the Catholic Education Service model policy, was **RATIFIED**.

Staff Attendance

The changes to this policy had been notified to Governors by email prior to the meeting. It was **RATIFIED**.

Safeguarding & Child Protection

This policy had been **RATIFIED** by email on 11 October 2019.

19/126 **SCHOOL IMPROVEMENT PARTNERSHIP**

There was no report.

19/127 **GOVERNOR TRAINING**

- The Vice Chair would attend training on Complaints at the Diocese the following day.
- The updating of Level 3 Safeguarding training by the Headteacher and Vice Chair had taken place that term.
- The Chair highlighted a course for new Chairs and Vice Chairs. She suggested that any interested Governor should attend this, in the interests of succession planning.

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

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

19/128 **ANY OTHER BUSINESS**

Casey Tolaini

This would be Casey Tolaini's last meeting, as her term of office would end on 6 December 2019.

Governors wished to pay tribute to her for her invaluable support, expertise and commitment to the Governing Body, The Chair highlighted her very able chairmanship of the Learning & Achievement Committee and said she would be very much missed.

Casey Tolaini said that she left with mixed emotions. She had really enjoyed being involved and seeing how the School operated. She commended the staff for all their hard work and dedication to the children.

19/129 **WHAT WAS THE IMPACT ON THE CHILDREN?**

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

- Peter Collins had been welcomed as a new Foundation Governor and Marc Boucherat as an Associate Member. Casey Tolaini was thanked for her service to the School.
- St Catherine's Day had been celebrated with a special Mass that day. The weekly masses and prayer services brought the children and their families together with the Church and the School.
- The School had been judged outstanding in RE. The report following the inspection had been shared on the website with the whole school community.
- Governors had discussed the updated RSE policy; the new resources for the children and related workshops for parents and training for staff. The emphasis on relationships and health education had been discussed.
- The LA considered the School to be on track to maintain its outstanding judgement under the new Ofsted Framework. Staff were working hard to enrich the curriculum for the benefit of the children.
- Safeguarding the children was a priority. Governors had discussed ways of making sure that families were aware of the importance of immunisation to help protect the children from disease. The Safeguarding Policy had been considered and updated.

- Governors had monitored the Pupil Premium and Sports Premium funding, to make sure this money resulted in good outcomes for the children. The many different sports available to the children, which they very much enjoyed, had been celebrated.
- Two exciting projects, the Performing Arts Hub and the Two-Year-Old Provision would be started soon to enhance the School's facilities for the children.
- The children had embraced the 30 book Challenge, which would improve their reading skills by encouraging them to read a wide variety of books.
- Parents would be informed of the roles and responsibilities of the Governing Body, and the future projects that would benefit their children.

19/130 **DATES OF NEXT GOVERNING BODY MEETINGS**

The next meetings were arranged as follows:

1st Spring Term: Thursday 13 February 2020 at 7 pm
2nd Spring Term: Thursday 2 April 2020 at 7 pm

Christmas 2019 Events These were noted by Governors:

Key Stage 2 Nativity:	4 and 5 December at 9.30 am
Christmas Fair:	7 December at 12 noon.
Key Stage 1 Nativity:	10 and 11 December at 9.30 am
Reception Nativity:	12 December at 9.30 am
Yr 5 and Yr 6 Carol Services at St Gregory's Church	18 December at 6.30 pm

19/131 **MOTION OF CONFIDENTIALITY**

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

Chair's Signature: *Alesia Errico*

Date: 13 February 2020