

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 10 OCTOBER 2019

GOVERNING BODY MEMBERSHIP

Name	Governor Type	Term	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
Vacancy	Foundation		
Vacancy	Foundation		
Gordon Fisher	Local Authority (LA)	13/1/21	Present
Julie Burke	Parent	6/3/23	Present
Liz Reeve	Parent	16/5/22	Present
Casey Tolaini	Parent	6/12/19	Present
Maureen Kelly	Staff (Headteacher)	n/a	Present
Úna McAuley	Staff	7/6/22	Present
Non-Voting Attendees			
Mary Ainger	(Deputy Headteacher)	31/8/20	Present
Marc Boucherat	(Prospective Foundation Governor)	n/a	Apologies
Sheila Bennett	Clerk	n/a	Present

PART I

The meeting opened in prayer.

19/85 WELCOME

The Chair thanked all Governors for attending the first autumn term meeting of the new academic year 2019/20.

Governors were informed that Louise Herlihy had moved abroad and would therefore not be pursuing her nomination as a Foundation Governor.

19/86 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE

Apologies for absence had been submitted and were accepted from Francesca Giacon, Father James Fasakin, Father John McKenna and Marc Boucherat.

The Clerk took the Chair for the next item.

19/87 APPOINTMENT OF CHAIR

Nominations were invited for the position of Chair. Alessia Errico was proposed and was willing to continue in the post. Upon a show of hands, the Governing Body **RESOLVED** unanimously that Alessia Errico be appointed as Chair for the academic year 2019/20, or until her successor was appointed.

Alessia Errico took the Chair for the rest of the meeting.

19/88 **APPOINTMENT OF VICE CHAIR**

Nominations were invited for the position of Vice Chair. Sylvia Lehrian was proposed and was willing to continue in the post. Upon a show of hands, the Governing Body **RESOLVED** unanimously that Sylvia Lehrian be appointed as Vice Chair for the academic year 2019/20, or until her successor was appointed.

The Chair reminded Governors it was necessary to consider succession planning. While she and the Vice Chair were happy to continue in their posts at present, if any Governor was interested in taking on one of these responsibilities in future, they would be welcomed with encouragement and support.

It was **AGREED** that the titles Chairman and Vice Chairman would be replaced by Chair and Vice Chair in future Governing Body documents.

Action: Clerk

19/89 **ANNUAL REGISTER OF BUSINESS INTERESTS**

All Governors present completed this form, to be retained in the School office for audit purposes. It was noted that this could be signed electronically.

The Clerk undertook to remind absent Governors to complete and return this as soon as possible. This would be followed up at the next Governing Body meeting to ensure they were all in place.

Action: Clerk

19/90 **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.

19/91 **MINUTES OF THE MEETING DATED 6 JUNE 2019**

The Part I minutes of the summer term Governing Body meeting, dated 6 June 2019, were **CONFIRMED** as a fair reflection of it.

19/92 **MATTERS ARISING FROM THE MINUTES**

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

19/66 Pupil Premium The Headteacher had provided a full response to Governors, with evidence, on the queries raised at the previous meeting relating to the end of spring term Pupil Premium data.

19/64 Report of the Headteacher: School Roll & Admissions Policy The Chair asked whether it had yet been agreed by the Admissions Committee that the

provision of a Baptism Certificate would be sufficient evidence of Catholic practice.

The Vice Chair replied that the Admissions Committee would meet the following week and this would be considered. Governors noted that any change to the Admissions Policy had to go through a process of consultation.

19/93 **REPORT OF THE HEADTEACHER**

The Chair thanked the Headteacher for her comprehensive report that had been circulated with the agenda. She gave a brief overview, and Governors were asked for any questions or comments.

School Roll

The Headteacher was pleased to report the number of children on roll, at 459. This was encouraging as many primary schools were experiencing falling school rolls at the present time.

Nursery There were 39 children in the Nursery. The School would be able to offer families seven full-time places in January 2020. There had been fifteen applications for these places; therefore the Nursery Admissions Criteria would be applied. It was hoped to have only one entry point to the Nursery in future, in September each year.

Reception There had been 158 applications for 60 places. This class was now full. The Headteacher was pleased to report that there had been no admission appeals for this academic year.

Governors noted that Yr 3, Yr 4 and Yr 6 were full; Yr 1 now had 59 children and Yr 2 and Yr 5 both had 61, which was over the recommended limit of 30 children per class.

WHEN CHALLENGED on why some classes had over 30 children, the Headteacher explained that this was the result of in-year admissions under the Fair Access Protocol. The School had to accept these types of admission by the local authority (LA) even if the class was full, but not if it already had more than 30 children.

IN REPLY to a further question, the Headteacher was pleased to say that all the children on roll at present had been included in the recent census. This was very satisfactory because the number of children in school on census day determined the amount of funding received by the School.

Catholic Life

The Headteacher reported on the Section 48 inspection by the Diocese of Westminster (the Diocese) on 20 September 2019. The draft report had been checked with the Headteacher and Senior Leadership Team (SLT).

The final report was awaited. Once received, it would be shared with the whole school community and published on the website.

Action: Headteacher

Attendance

This figure, at 97.10% was well above national averages. Governors were delighted that parents, children and all members of staff worked so hard to achieve this excellent result.

End of Year Assessments 2019

The Headteacher thanked the Vice Chair for emailing her question prior to the meeting on comparisons of these results with the previous year. Early notification of data queries enabled her to give a fuller answer at the meeting. She tabled information on the 2018 results for the Early Years Foundation Stage, Key Stages 1 and 2 and the Yr 1 Phonics Screening. Governors compared this with the data in her report for 2019.

It was noted that the Good Level of Development (GLD) at the Early Years Foundation Stage (EYFS) remained about the same. It was above Barnet and national averages. Governors were aware that the number of children with a high level of need was greater each year.

GOVERNORS EXPRESSED CONCERN that the increase in children with a high level of need would inevitably lead to a drop in attainment. The Headteacher said that the dip in results this year compared with the previous year, reflecting the higher level of need, was not too significant,. She explained that although some children had made good progress from their starting points, this was not shown in the data.

Governors also noted that two children had been granted an Educational Health Care Plan (EHCP) after the SATS.

WHEN QUESTIONED about the SATS, the Headteacher replied that children in Yr 6 who were still working at the Key Stage 1 level were not entered for the SATS. The reasons for this were fully explained to the parents and children concerned. This situation usually applied to children newly arrived in this country.

Termly Achievement & Progress Summer Term 2018/19

This information was noted by Governors. The Headteacher had provided evidence on the strengths and areas of development for each area of the School. Separate data was given for Religious Education (RE) across the whole School.

Teaching & Learning Monitoring 2018/19

The monitoring of teaching and learning standards was carried out by the SLT. Governors were delighted to note that 100% of lessons observed had been judged good and 83% achieved outstanding.

Pupil Premium

The Headteacher had given an update in her report. There were currently 62 children in the Pupil Premium category; 14.8% of the total number of pupils. Funding received amounted to £49,455 for this academic year. Remaining funding would be received in the next financial year.

Francesca Giacon, the Pupil Premium Governor, would be meeting Holly Evans, Inclusion Leader, next week to discuss the interventions and plans for this year. The Pupil Premium Strategy Statement on the website was being updated.

A GOVERNOR wanted to know what percentage of disadvantaged children were also in the English as an Additional Language (EAL) category.

The Headteacher replied that it would be possible to cross reference this using a Venn diagram. She explained that some disadvantaged children might fall into other categories too, such as Summer Born.

The Learning & Achievement Committee would be studying this information in depth, together with all other available data. The Analyse School Performance (ASP) data was due out at the end of this month. Committee members would be checking for any significant gaps, and whether attainment was less than the national average. The Headteacher was pleased to confirm that, at present, no groups were underperforming.

Action: Learning & Achievement Cttee

The Chair highlighted that overall attainment nationally was also declining.

Sports Premium

Governors noted that funding amounting to £19,870 had been received this year. Liz Reeve, the Sports Premium Governor, would meet Nicki Whatley, the Sports Premium Lead, once the updated Sports Premium impact and evidence statement had been produced.

Governors congratulated the School on receiving the School Games Gold Award for 2018/19.

An audit of PE resources had been completed and all recommendations had been addressed.

A staff audit would be carried out later in the term to inform Continuing Professional Development (CPD) for this academic year.

Staffing 2019/20

New staff had been welcomed: Miss Pavlou, Assistant Headteacher & EYFS Leader; Mr Noel, a newly-qualified teacher (NQT) in Reception; Miss Taylor, class teacher and Clare Ball, a Schools Direct student. Governors were pleased to hear that all these new staff members had settled well and had made a

successful start. Úna McAuley, Staff Governor, said that the new teaching staff were great additions to the group.

Mr Betts was the new Site Manager. The Headteacher said that he was making himself known to parents. He was in the playground every morning and evening and had attended the PTA Coffee Morning.

WHEN CHALLENGED on the induction programme, the Headteacher replied that induction was now well established. Ellie Carruthers, the Induction Lead, checked regularly that new staff were coping well and were being supported. New staff would be asked to complete a questionnaire on their induction at a later date, to see if anything further could be done to improve their experience.

Special Educational Needs & Disabilities (SEND)

Information on SEND had been contributed to the report by Holly Evans. Governors noted that the number of children with an ECHP had fallen that year. Two further applications had been submitted and one had been granted.

It was noted that 41 children received special educational needs (SEN) support across the School. A full list of external professionals brought into the School to support children was given in the report. Governors noted that three cycles of this support had to be completed before an EHCP could be applied for.

The Headteacher updated Governors on the progress of the child educated off site that remained on roll.

THE HEADTEACHER WAS CHALLENGED on how thoroughly this child's progress and wellbeing was checked. Governors were aware the child remained the School's responsibility while remaining on roll. This was a requirement of the Keeping Children Safe in Education statutory guidance.

The Headteacher confirmed that regular weekly checks were made on the child's welfare and attendance with the pupil referral unit concerned. An annual review was also carried out. This information was recorded in a secure file.

Communications with Parents

The Headteacher said that the School was proud of the many different ways it communicated with parents: through the newsletter, email, texts and the website.

GOVERNORS CONGRATULATED the Headteacher and all staff on the extensive list of events that parents were invited to throughout the school year. The Vice Chair highlighted the variety of workshops that were very useful to parents.

The Headteacher wished to particularly thank those parents who volunteered regularly to support the School in areas such as reading with the children.

Policy Monitoring & Overview

The Headteacher had listed the policies in her report that continued to meet the guidelines and those that had been amended. Governors noted that over the next few weeks policies with minor amendments would be sent to them for ratification by email.

The Child Protection & Safeguarding Policy would be circulated the following day, having been amended to include reference to upskirting, peer-on-peer abuse and violent crime. The Vice Chair asked Governors to ratify this vital document as quickly as possible.

Action: Clerk/Headteacher/All Governors

School Improvement Plan (SIP) 2018/19

The updated SIP, which reflected the new Ofsted format, had been distributed for Governors to consider alongside the report.

The Headteacher said that further amendments were being made as more information about the new Ofsted Framework September 2019 was learned. She had attended an excellent course in July and another in September 2019 by Miranda Perry, Educational Consultant.

Curriculum Intent

The Headteacher had distributed this statement to Governors. It set out the School's intent in respect of the ambitious new curriculum, which would be engaging, active and enriching for the children. This statement would form the basis of the new SIP.

Self Evaluation Form (SEF)

The SEF, which was still in draft form, had been circulated with the agenda.

Appraisal

The pay of teaching staff eligible to move up within their scale had been approved by the Resources Committee and completed the previous week.

Behaviour & Safety

Multi-agency referrals from 24 May 2019 until 1 October 2019 were listed in the report. It was noted:

- There had been no exclusions that term.
- One homophobic and one racist incident had been recorded.
- There had been no recorded incidents of bullying.

WHEN QUESTIONED on discriminatory incidents, the Headteacher explained that the children were often too young to have the emotional intelligence to

understand what they were saying. In these cases the parents were invited in and were asked to speak to their children. Úna McAuley said that staff were pro-active about this. Speaking to others in a hurtful way was something staff discussed with the children during Circle Time and RE lessons, to try to prevent such incidents happening.

The Headteacher reminded Governors that every incident had to be reported to the LA each time and the action taken was recorded.

Premises

Staff Governors were really pleased with the new decking installed over the summer break. It was very safe to use, being non-slippery in wet weather.

Twitter

The School had joined Twitter to share the School's achievements with the local community.

19/94 **PERFORMING ARTS HUB UPDATE & SITE MANAGER'S HOUSE**

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

Peter Moger said that the proposal was to demolish the site manager's house and build the new Performing Arts Hub, prayer room and meeting rooms on that site, using a modular building. This would be purpose built, using the whole site, including the garden. It had been confirmed that this method would be less expensive than attempting to convert the house.

Governors were shown a number of options available on how this building would be finished. Peter Moger explained that a balance would be struck between the most expensive, which would require the least maintenance, and the cheapest options. Exact costings were still being sought.

Local Authority Coordinated Voluntary Aided Programme (LCVAP) funding was expected to amount to £190,000. It was hoped that the PTA would be able to contribute £85,000. Taking into account fees and incidentals, this would leave £230,000 to spend on this building.

A meeting between the PTA and the Resources Committee would take place the following week to discuss how the fundraising efforts could be most effective. Governor suggested giving parents an update on the project at Parent Partnership meetings.

Peter Moger said that, as soon as firm costings had been received from Barkers, the Diocese would be approached for further funding. The Governing Body would be liable for 10% of this. The complete project was expected to cost approximately £400,000. The Resources Committee wished to be as transparent as possible so that parents would understand the costs involved.

Peter Moger understood that planning permission should be granted without difficulty. It might prove necessary to provide screening at the front of the building overlooking the road.

Peter Moger undertook to circulate the building options to Governors for further consideration. Once agreed, the proposed plan could be displayed in the School lobby for parents to view.

Action: Peter Moger

A meeting with Barkers to finalise the specification of the provision for two-year-old children would be arranged soon. Three quotations had been received. Governors wanted confirmation that the £120,000 funding expected from the LA would be in place to enable occupation as soon as this provision had been completed. Peter Moger would follow these matters up with Barkers and the LA.

Action: Peter Moger

19/95 **GOVERNORS' FUND**

Governors discussed the need to encourage all parents to contribute to the Governors' Fund. Casey Tolaini highlighted that secondary schools set up an easy way to contribute online through Parent Pay, including gift aid. A further suggestion was to have a Welcome to New Parents Evening, at which the purpose of the Governors' Fund could be explained fully and questions answered. The Headteacher would consider these ideas.

Action: Headteacher

Governors wanted to ensure parents were aware of the importance of donating to increase the wellbeing of their children. The Chair said that the Governors Fund would be re-launched. The recommended voluntary donation would be £15 per pupil per month.

Action: Chair

19/96 **PUPIL PREMIUM**

An update on Pupil Premium had been given in the Headteacher's report.

19/97 **SPORTS PREMIUM**

Sports Premium had also been discussed under item 19/93.

19/98 **SAFEGUARDING, ONLINE SAFETY & GENERAL DATA PROTECTION REGULATION (GDPR)**

The Vice Chair, who was also the Safeguarding Governor, said that another meeting of this committee would take place the following day. The minutes would be circulated to Governors as soon as possible.

She confirmed, as discussed earlier in the meeting, that the updated Child Protection & Safeguarding Policy would be distributed for ratification as quickly as possible.

Governors heard that the Vice Chair had checked the log relating to fire alarm testing.

A CONCERN WAS RAISED that the fire alarm in the Nursery, which was on a separate system, was only checked termly rather than weekly, in line with the rest of the premises. This would be taken up with the new Site Manager.

Action: Headteacher

Governors noted that the Single Central Record (SCR) was spot checked on a regular basis to ensure compliancy.

The Headteacher and Vice Chair had attended Safeguarding & Child Protection all-day training on 23 September 2019. This had been very well organised. The Headteacher would distribute the slides from this training to inform all Governors.

Action: Headteacher

The Headteacher had reported a very minor data breach under GDPR, which had been immediately rectified.

19/99 **REPORTS OF COMMITTEES**

Catholic Life

The last meeting of this committee had to be cancelled as it had fallen on the day of the Diocesan inspection of the School. Another meeting would be arranged after half term.

Learning & Achievement

The minutes of the meeting held on 12 September 2019 had been distributed with the agenda and were noted. Arising from the minutes:

Casey Tolaini said that as her term of office would be ending later in the year, Julie Burke had been appointed Chair of this committee.

The meeting had been concerned with the analysis of the End of Year Data. The SIP, SEF and the new Ofsted Framework September 2019 had also been fully discussed.

Governors noted the Learning Visit arranged for 8 November 2019 from 9.30 am until 10.30 am. This would be a 'Deep Dive' to examine the curriculum intent, implementation and impact, in accordance with the new Ofsted Framework. All available Governors were welcome to attend.

Action: All Governors

Resources

The minutes of the meetings held on 25 February and 20 March 2019 had been distributed prior to the meeting and were noted. A further meeting on 8 October 2019 had taken place. Arising from this meeting:

Gordon Fisher said that the budget had been checked to ensure everything was in order. The LA had provided further funding, which, together with SEND funding, had boosted the budget.

Peter Moger explained that it had been hoped the LA would cover the costs of redundancies. This had not been forthcoming, and the School would appeal.

It was noted that not all the School Travel Plan funding or Sports Premium funding had yet been spent. Plans were in place to rectify this.

Safeguarding

The minutes of the meeting held on 11 July 2019 had been circulated previously. The Vice Chair had given an overview of this meeting under item 19/98.

19/100 **ANNUAL REVIEW OF COMMITTEES & TERMS OF REFERENCE**

The Headteacher said that she was reviewing the Terms of Reference for all committees to ensure they were fit for purpose. She would be sending these out to Governors by email for ratification.

Action: Headteacher/Clerk

The Chair checked through the committee list, which was updated. Governors were content with the responsibilities they currently held.

19/101 **RATIFICATION OF POLICIES**

There were none to ratify at present.

19/102 **SCHOOL IMPROVEMENT PARTNERSHIP**

The Headteacher updated Governors on a recent meeting with the FAB Group in her report. A further meeting would be held next week.

19/103 **GOVERNING BODY MEMBERSHIP**

Foundation Governor Vacancies

Governors were reminded that Louise Herlihy would not be taking up the Foundation Governor post. The Headteacher confirmed that while Marc Boucherat was happy to assist at committee level, he did not wish to join the Governing Body.

A discussion ensued on whether he should be invited to become an Associate Member. This would give him a vote at committee meetings. The Headteacher undertook to discuss this with him.

Action: Headteacher/Clerk

The Chair, Vice Chair and Headteacher would do their best to encourage suitable candidates to put themselves forward for foundation governorship.

Action: Headteacher/Chair/Vice Chair

Forthcoming Parent Governor Vacancy

Casey Tolaini's term of office would end on 6 December 2019. Now that her child had transferred to secondary education, she felt it was time for her to move on. Governors thanked her for her invaluable contribution to the Governing Body over the past four years. An election for a Parent Governor would be held during the second half of the term.

Action: Clerk

Governors' Update

The Chair informed Governors that she would update parents in the next half term on the work of the Governing Body over the past academic year, giving them an insight into Governors' strategic responsibilities over all areas of the School. The Governors' Update would be a regular feature.

Action: Chair

The Chair asked all Governors to check their entry on the website to ensure it was up to date. If they had any changes or photographs for inclusion, these should be sent to Kim McKenzie, Business Manager. This was a statutory requirement of the Governing Body.

Action: All Governors

19/104 **TRAINING LINK GOVERNOR'S REPORT**

The Headteacher and Vice Chair had recently attended Safeguarding training.

The Vice Chair would attend training on Complaints on 26 November 2019.

A PowerPoint on the new Ofsted Framework 2019 had been circulated to all Governors for information earlier 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

19/105 **EDUCATION AND SKILLS DIRECTOR'S AUTUMN TERM 2019 REPORT**

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

1 Partnerships Federations and Trusts - Options for Barnet schools

The Governing Body noted the information.

2 Special Educational Needs & Disabilities (SEND) Update

The LA recommended that all schools should review their Special Educational Needs Information Report on their website. This was to be certain that it included details of and links to the area's Local Offer.

Information on the new SEND Workstreams that had been created by the LA was noted. Other developments relating to SEND, to assist further improvement, were listed in the report.

A SEND Governor training/discussion forum has been arranged on Monday 28th October 2019 at Hendon Town Hall.

3 School Funding Update

An update was given on recent government announcements on the future funding for schools. Further information was expected in October 2019.

4 Consultation on Sickness Absence & Maternity Leave Pooling Arrangements

The consultation by the LA on these arrangements was noted.

5 Consultation on Scheme for Financing Schools

The consultation by the LA on this scheme was noted.

6 New Ofsted Framework – September 2019

Governors were reminded of the changes to Ofsted inspections from the beginning of this academic year. Links were given in the report to the New Inspection Handbook and forthcoming training offered by the LA.

7 Governor Services' Support this Term

This information was noted.

8 Effective Governance Self Evaluation Audit Tool

Governors noted the information.

19/106 **ANY OTHER BUSINESS**

A Governor raised a query about the Mumps, Measles and Rubella (MMR) jab. There had been reports in the media that the incidence of Measles was rising rapidly due to fewer children being inoculated against the disease.

A full discussion ensued. Governors expressed concern that the children's health was being put at risk. They were aware of their responsibility to ensure the safety of all the children in the School. A suggestion was made to arrange for a speaker to come and talk to the parents about the risks involved. The Headteacher undertook to follow this up.

Action: Headteacher

19/107 **WHAT WAS THE IMPACT ON THE CHILDREN?**

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

- New teaching staff and a new Site Manager had been welcomed. The induction programme supported them well. A new Chair of the Learning & Achievement Committee, Julie Burke, had been elected.
- The School was full, which was a very positive sign.
- The RE inspection had taken place and the report would shortly be shared with parents and the wider community.
- The safeguarding of the children was the chief responsibility of the Governing Body. The Safeguarding Policy had been updated and ratified. Staff and Governors were fully up to date with safeguarding training. The importance of immunisation for children had been discussed and parents would be given more information on this important matter.
- Data on the children's achievements had been considered and compared with the previous year. Their hard work and attainment had been recognised.
- The Pupil Premium and Sports Premium funding and impact, which benefited the children's educational progress, health and wellbeing, was published on the website.
- Exciting plans to build a Performing Arts Hub and accommodation for two-year-old provision, with the generous assistance of the PTA, had been discussed. The new decking and wider stairwells had greatly improved the School environment.
- The numerous opportunities for parents to come into the School to take part in activities with their children, including masses, prayer services and parenting workshops, were listed in the Headteacher's report and were celebrated.
- A regular Governors' Update for parents was planned to communicate the responsibilities of the Governing Body and its plans for the future of the School.

19/108 **DATES OF NEXT GOVERNING BODY MEETINGS**

The next meetings were arranged as follows:

2nd Autumn Term: Monday 25 November 2019 at 7 pm

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

2nd Spring Term: Thursday 2 April 2020 at 7 pm

19/109 **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: *Alessia Errico*

Date: 25 November 2019