

**GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL**

**MINUTES OF A VIRTUAL GOVERNING BODY MEETING**

**HELD ON TUESDAY 29 JUNE 2021**

**GOVERNING BODY MEMBERSHIP**

<b>Name</b>	<b>Governor Type</b>	<b>Term End</b>	<b>Present/Apologies/Absent</b>
Alessia Errico (Chair)	Foundation	31/8/24	Present
Sylvia Lehrian (Vice Chair)	Foundation	31/8/24	Present
Fr John McKenna	Foundation	31/8/21	Present
Fr James Fasakin	Foundation	31/8/24	Apologies
Francesca Giacon	Foundation	31/8/24	Present
Peter Moger	Foundation	31/8/21	Present
Peter Collins	Foundation	31/8/24	Present
Vacancy	Foundation		n/a
Gordon Fisher	Local Authority (LA)	13/1/25	Present
Julie Burke	Parent	6/3/23	Present
Liz Reeve	Parent	16/5/22	Present
Liam Fitzpatrick	Parent	17/12/23	Present
Maureen Kelly	Staff (Headteacher)	n/a	Present
Úna McAuley	Staff	7/6/22	Present
<b>Non-Voting Attendees</b>			
Marc Boucherat	Associate Member (Committees)	24/11/23	n/a
Holly Evans	(Interim Deputy Headteacher)		Present
Nicki Whatley	(Interim Deputy Headteacher)		Present
Lydia Pavlou	(Interim Deputy Headteacher)		Present
Sheila Bennett	Clerk		In Attendance

**PART I**

The meeting opened in prayer.

**21/35 WELCOME**

The Chair thanked Governors for attending the second summer term meeting.

**21/36 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

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

**21/37 DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

There were no declarations of pecuniary interests in the business to be discussed.

**21/38 MINUTES OF THE MEETING DATED 19 MAY 2021**

The minutes of the Governing Body meeting held on 19 May 2021 were **CONFIRMED** as being a fair reflection of it.

21/39 **MATTERS ARISING**

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

*21/25 Matters Arising: Governance Audit* The Resources Committee was considering the completion of this audit. Although not mandatory, Governors felt it would be a useful document for the Governing Body to complete. Feedback would be given if the audit was sent back to the LA by Friday 16 July 2021.

*21/25 Matters Arising: Ratification of Policies: Pay Policy* The Headteacher confirmed that this policy would be ratified at the next meeting.

*Action: Headteacher*

*21/29 Governing Body Membership* The Clerk confirmed that Father John and Peter Moger, whose terms of office both ended on 31 August 2021, were in the process of being reappointed to the Governing Body.

21/40 **REPORT OF THE HEADTEACHER**

The Headteacher went through her report and highlighted the most important points. She invited Governors' questions.

**Attendance**

Governors congratulated the Headteacher, all members of staff, the parents and children on the outstanding attendance figure of 98.31%. The Headteacher said that this achievement, which was above national averages, was a testament to the work of the staff.

**Admissions**

The Headteacher updated Governors. Admissions were being received for the new Two-Year-Old Nursery for September 2021. There had already been an unprecedented number of applications for the Three-Year-Old Nursery. Capacity had been reached for most sessions and many were for the whole day. The Breakfast and After-School Clubs were also available to these children.

Governors were pleased to note that the intake for Reception from September 2021 was high, at 177 applications, and 60 places had been offered. Parental meetings and Stay & Play sessions for the children were being arranged.

The Headteacher confirmed that it was not possible to know whether or not these were first choice applications.

**QUESTIONED** on waiting lists, the Headteacher said that these would be prepared for each year group.

## **Yr 6 Leavers' Destinations**

Governors discussed the 15 secondary schools to which the Yr 6 children would be transferring. It was noted that this was a different mix from the previous year.

**QUESTIONED** on the number of children moving to Loreto College, St Albans, the Headteacher replied that only one pupil was doing so. She confirmed that the School was allowed three places, and that siblings were included in this number. Governors were concerned that, if these places were not used, the College could change its policy and reduce the number allowed.

Julie Burke reminded Governors that the Covid-19 pandemic had put parents off this year, as the children had to go to and from the College in private transport. The cost of this transport was also discussed.

**QUESTIONED** on the fact that only 54 children were now in the Yr 6 year group, the Headteacher explained that there had been mobility that year as some parents had moved out of London and others had returned to live abroad.

**QUESTIONED** on the impact on funding if there were fewer children in this year group, the Headteacher confirmed that funding was set by the yearly census that took place in October each year. No funding had been withdrawn.

Gordon Fisher reminded Governors that if a pupil left the School after the October census each year no funding was lost. At the same time, the funding was not increased when a new pupil arrived after the census date.

## **Revised Early Years Foundation Stage (EYFS) Framework**

A PowerPoint on this updated framework, which had been sent to Governors with the agenda, had been considered by the Learning & Achievement Committee. Staff were preparing for these reforms, which centered on improving the language development of children, particularly from disadvantaged backgrounds. Training in the new framework was being attended by both EYFS staff and the Senior Leadership Team (SLT).

The Reception Baseline Assessment (RBA) would become compulsory from September 2021. The School would continue to complete its own entry assessments for these children.

## **Catholic Life**

The children had many opportunities to celebrate the Catholic Life of the School, with daily collective worship, gospel assemblies and meditation sessions in Yr 6. Inter-Faith Week had been celebrated from 7 June 2021, promoting religious diversity, tolerance and understanding of different faiths, as well as celebrating the shared values between the Catholic and other communities.

It was hoped that the pandemic guidelines would allow Mass to be celebrated with the Yr 6 leavers towards the end of term.

## **Primary Science Quality Mark (PSQM)**

Governors congratulated the School on achieving this prestigious award. Mrs Fraser, Science Leader, was thanked for her work in ensuring that the children enjoyed an exciting and practical curriculum in this subject.

## **Personal, Social, Health & Economic Education (PSHE) & Relationships & Health Education (RHE)**

PSHE was timetabled weekly from Yr 2 upwards. Each child had their own book to evidence their learning. RHE had been taught since September 2020 and PSHE became statutory from April 2021.

The many focus days throughout the year were noted, as well as the vibrant displays of the children's PHSE work around the School.

A scheme of work was being created to cover all aspects of this curriculum.

## **Computing & IT**

Miss Grace had been appointed as the new lead in this area from September 2021.

The Headteacher wished to record grateful thanks to the PTA for their amazing efforts in raising funds, in such a short amount of time, to update the IT provision. Parents were thanked for their generosity for also adding a small sum towards this initiative when they used ParentPay. Once the Department for Education (DfE) had confirmed its funding, Turn It On would be brought in to install the new hardware and software.

Governors heard that a touch screen in Yr 6 had broken completely that week. The School had ordered a CTouch Screen for delivery later this week, which would be installed by Karl from Turn It On and Keith Betts, the Caretaker.

## **Data & Assessment**

Although the National Curriculum Assessments for this year had been cancelled, Yr 4 had completed the Multiplication Tables Check and Yr 2 the Phonics Screening. The School would be submitting internal data to the LA for analysis.

## **Staffing**

A list of staff, together with the revised staffing structure from September 2021, was given in the report.

The Headteacher regretted that two valued staff teachers would be moving on to further their careers. Governors heard that other local schools were losing six or seven teachers at the end of this academic year. Some were leaving the profession and others were taking posts out of the London area.

Sylvia Lehrian, Vice Chair, confirmed that she and Kim McKenzie would be conducting exit interviews for staff leavers as usual.

**QUESTIONED** on whether Governors could see the results of these interviews, she confirmed that an anonymised summary of trends would be available to the Resources Committee.

*Action: Vice Chair*

### **New Ofsted Framework**

The Headteacher reminded Governors that this framework had been updated from April 2021.

**QUESTIONED** on updating Ofsted training for Governors, the Headteacher undertook to contact Katie Dawbarn, Learning Network Inspector (LNI) to arrange this.

*Action: Headteacher*

Governors noted that preparations for a future Ofsted inspection were underway, including visits from the Early Years Advisory Team to identify strengths and areas of development. A Safeguarding Review took place last month.

### **Pupil Premium & Sports Premium**

An update by Nicki Whatley had been given in the Headteacher's report. Governors were pleased to hear that both funding streams would continue for the next academic year. Any underspend from the last financial year could be carried forward.

Sports Premium funding would be used to replace playtime equipment, including the Nursery climbing frame; install climbing equipment for the new Two-Year-Old Nursery; add playground markings and improve storage. The children were challenging themselves on the new trim trail.

### **Healthy Schools Award & Resilient Schools Programme**

The Headteacher hoped the School would achieve the Silver and Gold Healthy Schools Award later in 2022, with a focus on emotional health and wellbeing. Training for staff on mental health and wellbeing was planned. The School currently held the Gold Healthy Schools award for sustained physical activity.

The School had joined the Resilient Schools Programme, the purpose of which was to promote and build resilience and address mental health issues early on to prevent any problems from escalating.

### **FAB Partnership**

The Partnership had put in a lengthy bid to apply for £30,000 from the LA's Reset, Recovery & Resilience Project to commission a piece of work from Voice

21. This was an organisation aimed at developing children's confidence, articulacy and capacity to learn.

The Partnership was also considering employing a counsellor to support parents and children with mental health and wellbeing.

**QUESTIONED** on whether this funding would be in addition to post-pandemic recovery funding for the School, the Headteacher confirmed it would be. If the bid was successful, the £30,000 would be spread over the five schools in the Partnership.

### **Inclusion**

An update on inclusion had been given in the report by Mrs Evans.

The Headteacher spoke about referrals to Children's Social Care Services. Governors heard that it was not the number of cases the School had to deal with but the workload each case could generate that caused pressures on staff. Mrs Evans gave examples of the impact of some cases that were time consuming due to the number of meetings and amount of support that was necessary.

Governors heard that Early Help Referrals enabled families to access support, even though their need did not meet the threshold for Children's Services. There had been five such referrals since February 2021 which had proved very helpful in resolving problems for families.

Julie Burke gave Governors the benefit of her experience in these matters and the impact that parental mental health had on children. She explained that the services were very stretched at present and this had put pressures on schools.

### **School Trips & Visits**

Governors were pleased to hear that two residential trips for Yr 4 and Yr 6 had been booked for the next academic year. It was noted that the cultural capital had focused on online experiences during lockdown restrictions.

The Headteacher spoke about recent trips that the children had enjoyed to the Environmental Centre and a local Synagogue.

#### 21/41 **PUPIL PREMIUM**

Francesca Giacon spoke about her meeting with Peter Collins and Nicki Whatley, Pupil Premium Lead, recently. She highlighted that although the gap between disadvantaged children and their peers nationally had widened during the pandemic, it was hoped that the next set of data would confirm that the children had not regressed too much.

#### 21/42 **SPORTS PREMIUM**

Liz Reeve had nothing to add to the update in the Headteacher's report.

21/43 **SAFEGUARDING, ON-LINE SAFETY & GENERAL PROTECTION REGULATION (GDPR)**

Sylvia Lehrian, the Safeguarding Governor, was delighted to report on the successful Safeguarding Review, which had been distributed with the agenda. This review had been requested by the Headteacher. It was carried out by Jane Morris, School Safeguarding & Exclusions Lead of the LA on 18 May 2021. The School's child protection and safeguarding procedures were judged robust and there were no concerns.

It was confirmed that the safeguarding training of all Governors and staff was fully up to date and recorded on the Single Central Record (SCR).

Sylvia Lehrian said that Prevent training would be arranged for the next academic year. Úna McAuley reminded everyone that Prevent had been alluded to in the safeguarding training.

*Action: Vice Chair*

21/44 **REPORTS OF COMMITTEES**

**Catholic Life**

Liz Reeve gave an overview of the meeting held on 25 June 2021. She was thanked for producing the minutes, which had been circulated with the agenda.

School Uniform A suggestion to list the school uniform on the website in a gender-neutral way had been considered at this meeting. Governors endorsed this sentiment. A discussion ensued and the need to be specific about the type of clothes allowed was noted, to avoid tight leggings being worn or cycle shorts. Governors also questioned that some parts of the present uniform allowed girls to wear navy and the boys grey.

The Headteacher highlighted the difficulties involved in sourcing suitable clothing at a reasonable price.

A working party would be set up to enable this matter to be fully considered and completed by the autumn term.

*Action: Headteacher*

Liturgical Year Update Father John had given an update on the Catholic Life of the School and the liturgical year. It was noted that the priests were welcome to visit the School as a risk assessment was in place.

**Learning & Achievement**

Peter Collins gave an overview of the minutes of the meeting held on 22 June 2021. He thanked Úna McAuley for the excellent minutes.

School Improvement Plan (SIP) The SIP had been looked through in depth. It was noted that almost all targets had been fully met.

Covid-19 Restrictions A lengthy discussion took place on the current restrictions, the wellbeing of the children and how the recovery funding was being used to support them.

EYFS Revised Framework A presentation had been given on this.

Ofsted The meeting had concluded with a discussion on the preparations for an Ofsted inspection.

## **Resources**

Turn It On Peter Moger spoke about the excellent team involved in updating the School's IT.

Two-Year-Old Nursery Governors heard that there were a few snags to be sorted out before opening. Registrations had begun.

Performing Arts Hub Peter Moger gave an update on an extensive and very productive meeting that had been held with the Barkers earlier that day. The site had now been cleared and the project was on schedule. It was hoped that the recent very wet weather would cease to allow the ground work to be undertaken.

The handover of this project was expected in early September 2021.

**QUESTIONED** on whether redress would be sought from the builders as the site had closed briefly due to a burst water main under the floor of the caretaker's house, Peter Moger replied that this would not be necessary. The pipe had not been noted in the plan and the relationship with the builders was very good.

Governors heard that Barkers had negotiated further funding from the Diocese of Westminster (the Diocese) to completely refurbish the staff car park, which had been damaged during the works.

The School would also be tidied up and remedial work would be carried out.

The Chair wished to record thanks to Peter Moger and Gordon Fisher who were working hard project managing this site.

## **Safeguarding**

The minutes of two meetings dated 30 March and 20 April 2021, had been distributed with the agenda and were noted.

## 21/45 **RATIFICATION OF POLICIES**

There were none to ratify.



21/46 **GOVERNING BODY MEMBERSHIP**

**Foundation Governors' Ends of Terms**

The terms of office of Father John and Peter Moger would be ending on 31 August 2021. They were going through the process of reappointment.

**Foundation Governor Vacancy**

There remained a vacancy for a Foundation Governor. When the Resources Committee had considered the Governance Audit, any gaps in expertise or experience on the Governing Body could be identified to assist with the filling of this appointment.

21/47 **GOVERNOR TRAINING**

Liam Fitzpatrick, Training Link Governor, was thanked for keeping a record of Governor training. He reminded Governors to let him know of any courses attended for his records.

The links for training courses, which were only offered online at present, were as follows:

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

**New Link to LA training:** [www.bels.org.uk](http://www.bels.org.uk)

The link for any LA course queries: [SDTUed.Admin@barnet.gov.uk](mailto:SDTUed.Admin@barnet.gov.uk)

21/48 **ANY OTHER BUSINESS**

**Staff End-of-Term Event**

The Vice Chair suggested that the Governing Body should fund an event for staff to express its gratitude for all their hard work during this very tough year. Úna McAuley wished to convey her thanks, on behalf of all members of staff, for the Governing Body's support and that of the SLT during the course of the pandemic.

**Lockdown Preparation**

**QUESTIONED** on whether the processes were in place to communicate with parents in a timely manner in the event of a further lockdown in the autumn term, the Headteacher confirmed that plans were prepared for the different scenarios that might arise. The last lockdown procedures were very successful.

The Chair stated that she and the Headteacher would be on call throughout the summer break to deal with any such eventuality and the School would continue to communicate in a timely and appropriate matter with all members of the community.

A discussion followed on the news that day on government plans for schools to cease putting the children into bubbles and for self-isolation to end.

### **Chair's Thanks to the Governing Body**

The Chair wished to record thanks to Governors for their support of herself and the School, and for their commitment and hard work over the past year.

### 21/49 **WHAT WAS THE IMPACT ON THE CHILDREN?**

This meeting had been focused primarily on the needs of the children:

- A full cohort of staff was in place for the next academic year. Staff in the Early Years were being trained in the new framework to improve the children's language development.
- The excellent Science provision offered to the children was confirmed by the prestigious award of the Primary Science Quality Mark (PSQM).
- The outstanding attendance figure showed that the children really liked and appreciated coming to school.
- Despite the pandemic, there were many opportunities for the children to celebrate the Catholic Life of the School.
- The PTA and parents were thanked for their generous fundraising to greatly improve the technology and further develop the children's IT skills.
- The good news that Sports and Pupil Premium funding would continue to support the children had been welcomed.
- The building of the Performing Arts Hub, an exciting new facility for the School, had begun. The trim trail was physically challenging the children.
- School trips were resuming for the children to enjoy interesting experiences away from school.
- A positive Safeguarding Report had confirmed that the procedures were robust and the children and staff were safe in school.

### 21/50 **DATE OF NEXT GOVERNING BODY MEETING**

The date of the first autumn term meeting of the Governing Body would be notified to Governors in due course.

*Action: Chair/Headteacher/Clerk*

21/51 **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: 28 September 2021