

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

## **MINUTES OF A MEETING HELD**

**AT THE SCHOOL ON THURSDAY 24 MARCH 2022**

### **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	31/8/25	Apologies
Francesca Giacon	Foundation	31/8/24	Apologies
Peter Moger	Foundation	31/8/25	Apologies
Peter Collins (Vice Chair)	Foundation	31/8/24	Present
Fr David Pember	Prospective Foundation	n/a	Apologies
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)	n/a	Present
Sheila Bennett	Clerk		In Attendance

## **PART I**

The meeting opened in prayer.

### **22/20 WELCOME**

The Chair was pleased to welcome everyone to the School for the second spring term Governing Body meeting. Due to the Covid-19 pandemic, this was the first held at the School since March 2020.

### **22/21 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted from Peter Moger and Francesca Giacon. Liam Fitzpatrick, Father John and Father David were absent.

### **22/22 DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

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

### **22/23 MINUTES OF THE MEETING DATED 21 FEBRUARY 2022**

The minutes of the Governing Body meeting held on 21 February 2022 were **CONFIRMED** as being a fair reflection of it.

22/24 **MATTERS ARISING**

There were none.

22/25 **REPORT OF THE HEADTEACHER**

This report had been distributed prior to the meeting. The Headteacher gave an overview and asked Governors for any comments or questions.

**Curriculum**

Within her report, the Headteacher had wanted to give Governors a feel of the exciting, wide-ranging curriculum offered to all year groups. She reminded everyone that Ofsted was focusing on this and how the curriculum was contextualised to meet the needs of the children. Updates were given on the Early Years, IT & Computing, Music, Science and Personal, Social, Health Education (PSHE) and on the opportunities and experiences being provided for the children.

The Headteacher gave an example of Yr 5 learning about artists and creative people. They then produced their own work inspired by them. Parents had been invited in to see the results. Now that the effects of the pandemic were milder, the School was able to open up more and more to parents and the community.

Governors heard that earlier in the evening 160 children had enjoyed Movie Night in the hall. The PTA had arranged this event and £690 had been raised. The Headteacher wanted to focus on the bringing together of the community in the coming weeks to improve everyone's wellbeing.

**School Roll**

Governors were pleased to note that the number on roll was 482. This was very positive when school rolls nationally were falling. The Headteacher said there would be a little movement towards the end of the summer as some families were moving out of the area and changing schools. There were waiting lists in most year groups to fill these places.

Three children would be starting on Monday, for whom home visits had been carried out. The Headteacher said that the rate of mobility was not high compared to other schools within the borough or nationally.

**Covid-19 Pandemic**

Eight children were absent due to Covid and had not yet had negative lateral flow tests. They were expected to be away for six days. Two teachers were absent with Covid and were not expected back for ten days.

## **Catholic Life**

This term it had been possible to invite parents into the hall to celebrate Mass with the children. Fr David and Fr Benedict had been welcomed to the School. Parents were given the dates of prayer services for Years 2, 3, 4 and 5.

Each class was taking it in turns to distribute their Lenten Pack as they made their journeys through Lent.

## **Governorship**

The Headteacher had circulated the Witness to the Word newsletter to all Governors as this contained some very useful information for them.

The Headteacher reminded everyone that, from April 2022, the present Clerk, Sheila Bennett, would be retiring after over 16 years support of the Governing Body. She thanked them for the leaving gifts which were presented to her on behalf of all Governors.

A new clerking service would be put in place. Governor Hub would be used to store Governing Body records in future. An email alert would be sent to Governors whenever a new document was uploaded for their attention.

## **Academies**

The Headteacher was in touch with other headteachers on academisation, which had been discussed at the Deanery meeting on 4 January 2022. Some schools had been interested in a further meeting with the Diocese to consider the next steps towards becoming part of the Barnet Academy Trust. No date for this meeting had yet been notified.

**QUESTIONED** on whether the Governing Body should be proactive on this, the Headteacher said Governors would be notified of any further developments to enable them to respond.

***Action: Headteacher to inform Governors of Academies Meeting.***

## **School Travel Plan**

The Headteacher drew Governors' attention to the update on this area of the School. Trips were now made using public transport as much as possible. The weekly meetings of the Junior Travel Ambassadors, and their worthy project to reduce congestion around the School, was noted. Yr 6 children would be attending the borough's Junior Citizenship Scheme.

## **Household Support Fund**

The Headteacher was assisting the local authority (LA) to help vulnerable and disadvantaged families by distributing money. 45 children had benefited from this fund in February. A further distribution was expected to take place in April 2022.

## **Inclusion**

An update by Holly Evans, Inclusion Leader, was included in the report. Currently eight children had an Educational Health Care Plan (EHCP). Forty-eight children across the School received special educational needs (SEN) support. The biggest area of need was in speech, communication and language needs (SCLN).

The Headteacher highlighted that three children with an EHCP would be transferring to secondary school at the end of the academic year. Holly Evans was expecting to have arranged three more EHCPs during the summer term. This process took twenty weeks to complete. It was hoped the School could retain the same number of excellent teaching assistants employed at present.

**QUESTIONED** on the employment of teaching assistants, the Headteacher said that some had temporary contracts. She explained that teaching assistants were not wholly assigned to a particular child.

A list of external professionals working in partnership with the School, and referrals this term to outside agencies, was noted.

## **Arts Hub**

The Headteacher was delighted to report that the Arts Hub was already being used for interventions, peripatetic teaching and special projects. During Science Week a planetarium had been installed. The children were able to go inside it to see the universe, which was a very exciting experience for them. The hall was now dedicated to PE.

## **Exclusions**

There had been no exclusions or bullying incidents reported that term. One racial discrimination incident that arose had been satisfactorily dealt with.

## **Communication with Parents**

Parents had received the annual report of where their children were currently at and their expected development for the summer term.

## **Staffing**

Governors were pleased to hear that three teachers had been recruited from 1 September 2022 to replace the three who had resigned. One had started maternity leave, another had returned to their home country, and the third had resigned at Christmas. One new teacher was an Early Career Teacher (ECT) who had a temporary post. The other two were new permanent members of staff.

The Headteacher reminded Governors that ECTs used to be referred to as newly-qualified teachers (NQT). She went on to say that NQTs had worked in the School for one year, whereas ECTs worked for two. This was to assist with

the retention of teachers. ECTs were assigned a monitor and two years' planning, preparation and assessment (PPA) time.

### **Premises**

The Headteacher spoke about the two quotations received for the switch-over to mains water. The work would hopefully go ahead during the Easter break and the cost would be found out of the budget.

A health and safety inspection of the School was scheduled for 31 March 2022. This inspection had been delayed so that storm damage, including a fallen tree and damaged fence, could be rectified.

### **Learning & Achievement**

The Headteacher had included Progress and Attainment Data for the autumn term 2021 in her report, for Nursery, Reception, Key Stage 1 and Key Stage 2.

This data had been scrutinised in the Learning & Achievement meeting which had been held the previous day.

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

Úna McAuley had contributed a report on this area of the School. Governors noted that eight new children had joined the Two-Year-Old Provision, while in the Three-Year-Old Provision there had been ten new starters. Úna McAuley had set up a Facebook page to advertise both nurseries. A Nursery Open Morning was planned for 30 April 2022 to introduce more parents to these facilities.

In Reception, speaking and listening, physical development and self regulation had been identified as being most affected by the restrictions caused by the pandemic. Intensive speech and language interventions through the Nuffield Early Language Intervention (NELI) were in place. Governors were pleased to note that significant progress was being made from the children's starting points.

The outdoor provision for Reception had been audited to ensure a wide range of physical development opportunities for this class.

The Reception and Nursery children had weekly sessions at the Forest School, which was pictured in the Headteacher's report. This facility, which was very popular with the children, helped to increase confidence and resilience across the EYFS curriculum.

Governors noted that Phonics was a focus for EYFS and Key Stage 1, using the Little Wandle Letters & Sounds Revised Phonics Programme. A Parent Workshop on Phonics was taking place that evening to explain the scheme and help parents support their children.

## **IT & Computing**

Miss Grace reported on this area of the School, which was now using Microsoft 365. All classes followed St Catherine's Computing Curriculum, contextualised to meet the needs of the children.

On Safer Internet Day, the children from Reception to Yr 6 had had online safety sessions with follow-up activities to embed awareness about staying safe online. Yr 4 took part in five Coding Workshops from Coram and Microsoft Teams.

Parents were invited to attend Online Safety Workshops.

## **Music**

Ms Draper reported on the use of the Arts Hub for music. A music teaching resource called Charanga was being trialled. Governors noted how each year group was learning about a different aspect of music.

The choir would be taking part in the Platinum Jubilee Concert in the summer term. Presentations of violin and woodwind instruments were planned to encourage more children to learn to play a musical instrument.

## **Science**

Mrs Nicholaou had contributed this report. The children across all year groups were taking part in practical experiments and real-life experiences, both inside and outside the classroom.

Science Week from 9 - 13 March 2022, focused on Our Diverse Planet. A visit mentioned earlier from Cosmos Planetarium had enabled the children to learn about the solar system and the planets within it in an inter-active way. The Headteacher said that the children had thoroughly enjoyed Science Week. She felt it had created lasting memories for them. The connections made would be related to skills in lessons.

**QUESTIONED** on whether any parents had been involved in Science Week, the Headteacher replied that she had sent an email out to invite parents who would be interested in sharing their knowledge with the children. Unfortunately work commitments meant that only one parent had been able to do so that week.

The Chair suggested that parents could be involved when Science, Technology, Engineering & Maths (STEM) subjects were being taught to Yr 5 and Yr 6. There could be planning around activities. The Headteacher would take this idea on board. Peter Collins volunteered to become involved with Maths for higher learners in order to better prepare them for this subject in Yr 7.

The Vice Chair commented that it was exciting to see so many external organisations coming in. The increased number of trips being arranged for the children was pleasing. She added that this was enriching for the children and there was noticeably a real buzz around the School. The Vice Chair read with

the children regularly, and recently this had been held in the Arts Hub. She commented on the wonderful atmosphere there with music sessions going on.

Julie Burke spoke about the excitement of parents coming into the Arts Hub and also for a recent presentation in the school hall on Phonics which was already on the website. There was very positive feedback afterwards. The Headteacher said that Coffee Mornings in the Arts Hub had been a great success. She spoke about selling pre-loved school uniform to parents and how attitudes to this were gradually changing. Parents were much more ecologically aware of the importance of passing good quality things on rather than always buying new things. This sale had raised over £700 that morning.

Gordon Fisher commented that these events also had the effect of bringing the community together socially.

### **Personal, Social, Health Education (PSHE)**

An overview of this area of the School had been contributed by Miss Sonenfeld. There had been a focus on mental health and wellbeing with Mental Health Week. The School had recently achieved the Silver Healthy Schools award.

The minutes of the School Council meeting, held on 13 January 2022, had been circulated to Governors with the report.

### **School Improvement Plan (SIP) 2021-22 & Self Evaluation Form (SEF)**

These two important working documents had been distributed to Governors with the report. Both had been considered in depth by the Learning & Achievement Committee.

### **School Evaluation Visit**

Katie Dawbarn, the Learning Network Inspector (LNI), had arranged a visit on 28 April 2022 to the School to observe teaching and learning. She would be talking to the children and would consider readiness for Ofsted. She would also be evaluating the areas of development highlighted in the review of her visit in October 2021.

The Headteacher said that a letter from the LA in January 2022 to all schools had reminded them of changes in Ofsted grading. This would mean that only absolutely exceptional schools would gain an Outstanding grade in future. This letter, together with a letter from the Chair on the same subject, would be sent to parents after the meeting.

***Action: Chair to send parents letter on Ofsted grading.***

## **22/28 RATIFICATION OF THE SCHOOL BUDGET 2022/23**

The School Budget 2022/23 would not be ratified that evening. The LA did not now require school budgets to be submitted until May 2022. An extended

Finance Committee meeting would be convened in May 2022 when all Governors could scrutinise the budget for the next financial year.

***Action: Governing Body to ratify School Budget 2022/23 in May 2022.***

## 22/29 **PUPIL PREMIUM**

Peter Collins and Francesca Giacon had met Holly Evans, Pupil Premium Lead, on 22 March 2022 to consider the Pupil Premium Strategy 2021-22. This document had been published on the website.

Peter Collins said this was a very thorough statement of support being given to children in the Pupil Premium category. He highlighted the Statement of Intent, to raise the attainment of all the children and help close the gaps between them. Quality First teaching was vital. He recognised the importance of the Cultural Capital and the need to embed experiences and encourage aspiration by giving the children opportunities beyond the classroom. This had become possible again now that the pandemic was in a new, less dangerous phase and restrictions were being lifted.

Peter Collins and Francesca Giacon had discussed where the Pupil Premium funding was being spent, including Phonics programmes, resources, the National Tutoring Programme and interventions by trained teaching assistants.

The Chair spoke about the effects on everyone caused by the pandemic over the past two years. Current world events were also causing apprehension. The children particularly had lost out on social experiences. Due to missed learning, data was expected to fall. She paid tribute to the School for working hard to give the children plenty of new experiences and opportunities to counter anxiety and concern.

**QUESTIONED** about the rising cost of living crisis on families and whether any monitoring was in place, the Headteacher reminded Governors of the Household Support Fund. This money was not only distributed to families with children in the Pupil Premium category; it was available to families in low income employment who did not meet the threshold for Pupil Premium and had to pay for everything. Staff sought to identify which families were struggling financially. The School as a whole did its best to help any families in difficulty with food vouchers and signposting to other support wherever possible.

Governors suggested that the Headteacher could highlight this support in the newsletter to remind parents they could speak to the School if they were in need.

***Action: Headteacher to remind parents in newsletter of available support.***

## 22/30 **SPORTS PREMIUM**

Liz Reeve had been in contact with Nicki Whatley, the Sports Premium Lead, recently. Governors heard that the following competitions had been competed in this term:



### **Football:**

Years 5/6 Boys' Football League (3<sup>rd</sup> place)  
Years 5/6 Football Central Cup (4<sup>th</sup> place)  
Years 5/6 Girls' Football League (6<sup>th</sup> place)  
Years 5/6 Boys' B team football matches  
Years 5/6 Girls' Football Tournament  
John King Trophy  
Dick Bailey Cup

### **Netball:**

Years 5/6 Netball League  
Years 5/6 Central Netball Tournament

### **Upcoming:**

B/C Team Boys' Football Festival	SEND Pentathlon
Red Ball Tennis	Key Stage 2 Athletics Competition
Quadkids Athletics	Cricket Friendlies

**QUESTIONED** on how many children were involved in sporting activities who were not participants in competitions, Liz Reeve replied that, since the autumn term, this had risen to 75% of the total number of children in the School.

There had also been an increase in the amount of clubs on offer. In the autumn term there had been worries that the clubs would not be so popular following the lockdowns. These concerns had proved groundless. Liz Reeve emphasised the wide variety of clubs on offer, with new clubs planned over the summer term.

Sports Premium funding had also been spent on providing the climbing frame in the Nursery.

## 22/31 **SAFEGUARDING, ON-LINE SAFETY & GENERAL PROTECTION REGULATION (GDPR)**

Sylvia Lehrian, the Safeguarding Governor, had nothing further to report since the last meeting in September 2021. She reminded Governors that if any safeguarding concern arose, she and the Headteacher were able to meet immediately to look into it.

## 22/32 **REPORTS OF COMMITTEES**

### **Catholic Life**

The meeting held earlier in the term had been reviewed at the first spring term Governing Body meeting.

### **Learning & Achievement**

Peter Collins gave an overview of this committee meeting held the previous day.

The focus of the meeting had been on the analysis of the autumn term progress and attainment data. Governors were aware that this was the first data for some

time, due to the pandemic. It was noted that this information did not include children with an EHCP, whose data was recorded separately.

**QUESTIONED** on these statistics, the Headteacher confirmed that at present progress and attainment was lower than in previous years.

**QUESTIONED** on whether the children would be making the same progress as before now they were back in school, the Headteacher replied that this was very difficult to say. It was an ambition of all teaching staff. Everyone was doing their very best to help the children reach Age Related Expectations (ARE) or more. Staff were working hard to assist the children in reaching their full potential.

**QUESTIONED** on whether progress would be at the same level as four years before, the Headteacher explained that every cohort was different and it was therefore not possible to compare one cohort with another. She added that the children varied in their learning journey and to push them would be counter-productive.

Julie Burke highlighted barriers to learning, which could include pushing them when they were not ready

Úna McAuley spoke about the challenges of each cohort and the value of home visits which had changed remarkably over the last two years.

The Headteacher reminded Governors that the children in Yr 3 were more immature than in previous years. She pointed out that their last proper school year was in Reception. This meant they had had to move from Reception to Key Stage 2 without experiencing a proper Key Stage 1. They had missed out on their learning academically and socially.

She said that the Phonics Screening Test for pupils in Yr 2, which should have taken place when they were in Yr 1 in June 2021, was held in December 2021. The result, at 96%, was the highest ever. Staff had done everything they could to have the children achieve their potential but they could not be forced if they were not ready. Governors heard that the Little Wandle Programme had been very effective.

**QUESTIONED** on whether there were more children in the School with English as an additional language (EAL) the Headteacher replied that the children in this category had always been higher than the national figure.

**QUESTIONED** on the heading 'baseline', Governors were reminded that this referred to the Reception Baseline Assessment. This assessment had been statutory from September 2021. A raw score was recorded for each pupil and there was no pass mark. The assessment provided a snapshot of where the child was on entering Reception. Its purpose was to provide a starting point to measure the progress schools made with their pupils from Reception to the end of primary school.

The Learning & Achievement Committee had discussed how teaching assistants were being used to assist in closing gaps and improving the progress of all the children in the class. Teaching staff regularly considered what was working well and ways in which interventions could be amended. Governors heard that teaching assistants took ownership of their work. The Headteacher said the School was delighted to have such a strong body of teaching assistants. The committee had also spoken about the number of trips and exciting opportunities provided for the children, which were being increased. Peter Collins intended to visit the Forest School soon to see how the children learned about the natural environment and problem-solving skills.

The SIP and the SEF had been considered. The significant progress being made was noted.

The surveys of the whole school community were discussed in detail. These were very positive and had revealed a strong liking for the School and the way it worked.

The committee had had a short discussion on the definition of bullying.

The next learning walk would be taking place at 9.30 am on Friday 6 May 2022, to which all Governors were invited. The focus would be on the wider curriculum.

## **Resources**

This committee had not yet met. Peter Collins reported on the state of the car park. Following a survey, Governors noted that structurally it was fine. As two different types of tar had been used when it had been resurfaced, unfortunately it did not look very neat.

The Arts Hub would need some staging and other small improvements once funding was available. Once new tables and a secure entry system had been installed, the Breakfast and After-School Clubs would transfer to the Arts Hub. This would enable the dining hall to be used for additional After-School Clubs.

## **22/33 RATIFICATION OF POLICIES**

There were none.

## **22/34 GOVERNING BODY MEMBERSHIP**

### **Foundation Governors**

Progress of Foundation Governor Vacancies Father David Pember was in the process of being appointed as a Foundation Governor. There remained one further vacancy for a Foundation Governor.

## 22/35 **GOVERNOR TRAINING**

Governors were reminded to take up any training of interest to them, as these courses were pre-paid. The links for online training courses were as follows:

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

## 22/37 **ANY OTHER BUSINESS**

There was no other business.

## 22/38 **WHAT WAS THE IMPACT ON THE CHILDREN?**

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

- The children were benefiting from an exciting, balanced and broadly-based curriculum that met the needs of them all.
- The new Arts Hub was now being used to provide more space for activities such as music sessions, science projects and art, as well as enabling a greater variety of clubs to be offered to the children.
- Now that the pandemic concerns were receding, a wide range of school clubs, trips and plenty of new experiences both in and outside the classroom were being enjoyed by the children. These opportunities improved Cultural Capital and enhanced their wellbeing.
- The children were now able to take part in a full programme of sports competitions with other schools.
- School data was being carefully monitored. All staff were working hard to help the children catch up following the lockdowns and so achieve their full potential. Excellent Phonics Screening Test results had been achieved.
- Families were being assisted by the School to help them overcome any financial difficulties.
- Children in the Pupil Premium, SEND and disadvantaged categories continued to be well supported by the teachers and teaching assistants.

## 22/39 **DATE OF NEXT MEETING**

It was **AGREED** to have one Governing Body meeting in the summer term. The date would need to be confirmed with the new Clerk.

The next Governing Body meeting would take place on Thursday 26 May 2022. The Resources Committee would meet before that date to consider the School

Budget 2022/23 in depth, prior to ratification by the whole Governing Body on 26<sup>th</sup> May.

22/40 **MOTION OF CONFIDENTIALITY**

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

**PRIVATE & CONFIDENTIAL**

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL**

**ON THURSDAY 24 MARCH 2022**

**PART II**

*Úna McAuley and Holly Evans left the meeting.*

22/41 **PART II MINUTES OF THE MEETING DATED 21 FEBRUARY 2022**

The Part II minutes of the first autumn term meeting, dated 21 February 2022, were **CONFIRMED** as a fair reflection of it.

22/42 **MATTERS ARISING FROM THE MINUTES**

There were none.

**There being no further business, the meeting closed.**