

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

### **MINUTES OF A MEETING HELD AT THE SCHOOL** **ON THURSDAY 26 MAY 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	Apologies
Sylvia Lehrian (Vice Chair)	Foundation	31/8/24	Present
Fr John McKenna	Foundation	31/8/25	Present
Francesca Giacon	Foundation	31/8/24	Present
Peter Moger	Foundation	31/8/25	Present
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	Apologies
Liz Reeve	Parent	16/5/22	Apologies
Liam Fitzpatrick	Parent	17/12/23	Apologies
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
Sarah Beaumont	Clerk		In Attendance

#### **PART I**

The meeting opened in prayer.

#### **22/43 WELCOME**

In the absence of the Chair, Sylvia Lehrian, Vice-Chair, chaired the meeting. A warm welcome was extended to Sarah Beaumont, Head of Governance at The Education Space, who was acting as Clerk. Sarah explained how The Education Space was now providing governor support to the Governing Board. She explained that governor details and governance documents including agendas and minutes were held on GovernorHub, and that Jacqui Hayes was the Board's contact for administrative support. Sarah stated that a named Clerk would be allocated to the Board, and that she was supporting the school in the interim.

#### **22/44 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted on behalf of Alessia Errico, Fr David Pember, Julie Burke, Liz Reeve, and Liam Fitzpatrick.

#### **22/45 DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

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

## 22/46 **MEMBERSHIP OF THE GOVERNING BOARD**

**Parent Governor:** It was noted that Liz Reeve's term of office had ended on 15 May 2022.

It was advised that The Education Space would provide the necessary documentation to the school to run a Governor election after half term.

**Action:** *The Education Space to run parent governor election after half term.*

**Foundation Governor:** It was reported that Liz Reeve was eligible to be appointed as a Foundation Governor, and was awaiting confirmation of this appointment. It was noted that, whilst Liz could attend meetings of the board, she would not be permitted to vote until her appointment had been confirmed.

It was noted that Fr David Pember was awaiting appointment as a Foundation Governor.

**Staff Governor:** It was noted that Úna McAuley's term of office was due to end on 7 June 2022. Úna stated that she would be keen to stand again, particularly as much of her term had occurred during the pandemic.

**Action:** *The Education Space to run staff election after half term.*

## 22/47 **MINUTES OF THE MEETING DATED 24 MARCH 2022**

The minutes of the Governing Board meeting held on 24 March 2022 were **CONFIRMED** as being an accurate reflection, subject to the following amendment:

The following amendment to be made:

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

#### **Resources**

This committee had not yet met. Peter Moger reported on the state of the car park...

## 22/48 **MATTERS ARISING**

**REPORT OF THE HEADTEACHER (22/25) - Academies: *Headteacher to inform Governors of Academies Meeting.*** A discussion ensued with regard to conversations taking place amongst leaders of Catholic school education with regard to proposed academisation. The Headteacher reported that she had reached out to Headteachers of Catholic schools in Barnet, and that a Deanery meeting was being arranged to discuss proposals to join a Multi academy trust (MAT). The meeting is to be held at St Catherine's in July. Governors expressed concern that all Catholic schools in Barnet were receiving co-ordinated and consistent information from the Diocese.

**Action:** Headteacher to report any updates regarding proposed academization.

**REPORT OF THE HEADTEACHER (22/25) - School Evaluation Visit: *Chair to send parents letter on Ofsted grading.***

It was reported that, following a letter received from the Local Authority (LA) regarding new gradings by OfSTED, and the perceived increased challenges of gaining an outstanding judgment, the Chair had sent a letter to parents cascading this information.

**RATIFICATION OF THE SCHOOL BUDGET 2022/23 (22/28): *Governing Body to ratify School Budget 2022/23 in May 2022.*** It was noted that this was an agenda item.

**PUPIL PREMIUM (22/29): *Headteacher to remind parents in newsletter of available support.*** It was reported that, in relation to the current cost of living crisis, the Headteacher had reminded parents of support available. It was noted that no parent had come forward to ask for help.

*Fr John McKenna joined the meeting at this point.*

## **22/49 REPORTS OF COMMITTEES**

### **Catholic Life**

It was noted that the meeting date was to be arranged.

### **Learning & Achievement**

Peter Collins reported that he had undertaken a learning walk at the school on 6 May 2022, with a focus on reading, curriculum, behaviour, and safety. He reported that he had looked at how the Early Years Foundation Stage (EYFS) was organized, and had met with Úna McAuley, who had shared literature on the curriculum, with particular focus on teaching and assessment. The learning walk had included meeting pupils and asking them if they felt safe at school.

### **Resources (including Fund Raising)**

This was covered under 22/50.

### **Safeguarding**

The Vice-Chair, as Safeguarding Governor, reported on her most recent Safeguarding meeting with the Head, which focused on recent safeguarding concerns namely, domestic violence and Multi Agency Safeguarding Hub (MASH) referrals. She reported that she met with the Headteacher regularly, and that her next visit would focus on the Single Central Record (SCR).

It was reported that safeguarding training for pupils, parents and staff had been discussed. It was reported that online training and training workshops were offered to parents, on aspects of safeguarding including online safety. This was supported by Barnet's Prevent Officer Liam Foote, whose training included looking at the dangers of online gaming, and extremist content online.

Governors expressed disappointment that only 11 parents to-date had engaged with the training offered so far. A discussion ensued with the regard to why parents were reluctant to engage, and ideas to gain higher engagement.

It was agreed that better engagement was gained when parents/carers were invited to attend events to support their children, for example at the recent craft afternoon.

It was agreed that the online safety subject matter was relevant to all, and that keeping children safe online should be emphasized as a priority. On-line safety is regularly highlighted in the weekly newsletter to all parents/carers.

**Action:** *Headteacher to explore how to engage parents in attending training on safeguarding children online, including how children and parents can report dangerous content when found.*

**Action:** *Safeguarding Governor to circulate minutes after meeting on SCR.*

## 22/50 **Ratification of the School Budget 2022/23**

The school budget, copies of which had been circulated previously, was received and noted.

Peter Moger presented the budget to Governors and invited questions.

It was noted that income had remained relatively static compared to the previous year. It was noted that in the forthcoming year, 79% of income would be spent on staff, with 84.7% projected for year two and 88% in year three.

**Question:** *What assumptions have we made on energy costs?*

**Response:** An increase of 155% for costs for gas, and an increase of 60% on costs for electricity, based on indications from Barnet.

It was noted that the brought-forward total had been slightly higher than first thought, with funding for projects ring-fenced.

**Question:** *What are 'other occupation costs' (line E18: £14,142)?*

**Response:** This includes health and safety costs including school gate contract, refuse collection, fire alarm contract.

**Question:** *Please provide more detail of Supply Teacher Insurance (line E10: £12,663)*

**Response:** The school does not employ supply teachers if this can be avoided. Insurance can be claimed after three days when a staff member is absent due to sickness.

The School Budget 2022/23 was **RATIFIED** by a unanimous show of hands.

## 22/51 **Safeguarding Safety & General Data Protection Regulation (GDPR)**

This had been covered under 22/49.

It was noted that no data breaches had occurred. It was noted that documentation for parents stated relevant references to GDPR on all documents.

## 22/52 **Relationship and Sex Education (RSE)**

It was noted that this was included under Catholic Life, and should not be included on the agenda as a separate item in the future.

## 22/53 **Mental Health and Wellbeing**

**Staff:** It was reported that the school community was looking forward to the Queen's Jubilee celebrations that were planned to take place at the school on the following day. Staff were looking forward to the half term break on the following week.

Staff reported that they welcomed the introduction of 'Dress down Friday'. Pupils had not commented on this, staff output had not been negatively impacted, and this had enhanced good spirits felt amongst staff in the school. It was noted that any inappropriate dress was challenged.

Staff reported that any long-term staff sickness absence was being covered with specific arrangements and that staff were very supportive of one another.

**Question:** *Has staff short term sickness reduced since the pandemic?*

**Response:** Yes. The school has recovered from the relatively large numbers of staff taking short term sickness leave due to covid-19.

**Pupils:** It was reported that the school journey was now held locally, some two miles away from the school, which had far-reaching benefits for staff, who could spend the evening with pupils, and then go home to be with their own families, and for pupils who were challenged in adjusting to being away from home socially and emotionally, and could be more easily collected by parents/carers.

It was reported that pupils had enjoyed the projects undertaken on school journey, which had included making dens outside and utilizing the pigment from leaves to paint signs for them. The benefit of the learning in the forest school, at St Catherine's clearly showed.

It was noted that time off had been offered to staff who volunteered to accompany pupils on school journey.

## 22/54 **Governor Education and Training**

It was noted that Governors could keep their training record up-to-date via GovernorHub.

Sylvia Lehrian reported that she had attended, with the Headteacher, training on Gender identity. It was reported that guidelines were awaited from the Government on this issue.

**Actions:** *Liam Fitzpatrick to upload the Barnet training programme link ([www.bels.org.uk](http://www.bels.org.uk)) onto Governorhub.*

*Governors to upload details of any training attended onto GovernorHub.*

**22/55 Future Meeting Arrangements 2022/23**

The date of the next meeting was agreed as Thursday 22 September 2022 at 7pm.

It was noted that the autumn term would commence on Thursday 1 September, and that the first two days of term would be staff training days.

**22/56 Any Other Business**

There was none.

**22/57 What was the Impact on the Children?**

The Clerk summarized the meeting's impact on the children of St Catherine's Catholic Primary School as follows:

- The governance structure and constitution of the Governing Board had been discussed to make ensure strong governance was provided to the school;
- It had been reported that parents facing challenges due to rising cost of living had been offered support;
- A report had been received about the recent learning walk that had been undertaken, and pupils had been asked if they felt safe at school;
- Governors had discussed how to engage with parents on safeguarding training to help keep their children safe;
- The budget for the year had been agreed;
- Governors reported training they had undertaken to ensure they were up-to-date with current issues.

The meeting closed at 8.10pm.