

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

**MINUTES OF A MEETING HELD AT THE SCHOOL**  
**ON TUESDAY 11 OCTOBER 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	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
Liz Reeve	Prospective Foundation	n/a	Present
Gordon Fisher	Local Authority (LA)	13/1/25	Present
Julie Burke	Parent	6/3/23	Present
Serena Horgan	Parent	6/10/26	Present
Liam Fitzpatrick	Parent	17/12/23	Present
Maureen Kelly	Staff (Headteacher)	n/a	Present
Una Turner	Staff	7/6/26	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.

**22/58    WELCOME**

Due to the late arrival of the Chair, Sylvia Lehrian, Vice-Chair, opened the meeting and extended a warm welcome to the new Parent Governor. Introductions were affected round the table.

**22/59    ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted on behalf of Fr David Pember.

22/60 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

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

With regard to the annual Pecuniary Interests Register, it was noted that some Governors had completed their declaration on GovernorHub. The Clerk was instructed to circulate a declaration form to Governors.

**ACTION:** The Education Space to email the Declaration of Interest form to all Governors.

*Liz Reeve, Alessia Errico and Holly Evans joined the meeting at this point.  
Alessia assumed the Chair.*

22/61 **MEMBERSHIP OF THE GOVERNING BOARD**

The Board noted the board membership.

**Appointment of Foundation Governors:** It was noted that the Diocese of Westminster's process for appointing Foundation Governors had changed and that a self-service style portal had been introduced. Governors would be updated on the appointment of Liz Reeve and the reappointment of Fr David Pember once this was complete.

**ACTION:** The Education Space to investigate the process for Foundation Governor appointment and support accordingly. Governors to be updated once this was complete.

**Election of Parent Governor:** It was noted that the new Parent Governor Serena Horgan had been elected.

**Election of Staff Governor:** It was noted that Úna Turner had been re-appointed as Staff Governor.

22/62 **ELECTION OF CHAIR AND VICE-CHAIR**

Nominations were invited for the role of Chair, and one nomination was received. Upon a show of hands, Alessia Errico was re-elected Chair for the Academic Year 2022/23.

Nominations were invited for the role of Vice-Chairs, and two nominations were received. Upon a show of hands, Sylvia Lehrian and Peter Collins were re-elected as Vice-Chairs for the Academic Year 2022/23.

It was noted that succession planning would be a focus going forward.

22/63 **MINUTES OF THE MEETING DATED 26 MAY 2022**

The minutes of the Governing Board meeting held on 26 May 2022 were **CONFIRMED** as being an accurate reflection.

## 22/64 **MATTERS ARISING**

**MEMBERSHIP OF THE GOVERNING BOARD (22/46):** It was noted that The Education Space had provided a toolkit to support the school in running the recent staff governor and parent governor elections.

### **MATTERS ARISING (22/48) REPORT OF THE HEADTEACHER (22/25) -**

*Academies: Headteacher to inform Governors of Academies Meeting:* It was noted that the Headteacher would be informing Governors of any updates.

### **REPORTS OF COMMITTEES (22/49) Safeguarding:**

*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:*

The Headteacher stated that parents already reported incidents. It was noted that, considering there were 473 pupils on roll, the number of parents attending safeguarding training was very low. It was reported that the school was looking into opportunities where safeguarding training could be incorporated into other school events that parents would be attending.

*Safeguarding Governor to circulate minutes after meeting on Single Central Record (SCR):* This had been completed.

**GOVERNOR EDUCATION AND TRAINING (22/54) - Liam Fitzpatrick to upload the Barnet training programme link ([www.bels.org.uk](http://www.bels.org.uk)) onto Governorhub.** This had been done.

## 22/65 **BRIEF REVIEW OF PAST YEAR**

The Chair gave an overview of the successes and challenges of the past year.

She cited the outcomes of the recent OfSTED inspection as a success, and paid tribute to Governors who had supported the school during the inspection. Particular thanks were expressed to Liz Reeve and Peter Collins, who had supported the Chair and her co-Vice-Chair, both of whom were away when the school received the call. It was acknowledged that Governors had collectively shared the demands of the inspection. It was noted that the school had achieved Outstanding in two very important areas.

Governors acknowledged the change to using GovernorHub. Views were expressed regarding its usefulness.

The Chair cited challenges of the past year as preparing for the inspection, post-Covid, and consideration of the school's future through discussion around academisation.

## 22/66 **REVIEW OF COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE**

It was agreed that membership and terms of reference of each committee would be reviewed at the first meeting of each committee. The new Parent Governor was invited to consider which committee she may wish to join.

## 22/67 **NOMINATION OF LINK GOVERNORS**

It was noted that Governors with specialisms were already in place. It was noted that Governors shared a lot of responsibilities, such as Peter and Francesca sharing responsibility for Pupil Premium. Julie Burke is the Looked After Children / Equalities Governor and Sylvia Lehrian the Safeguarding Governor.

## 22/68 **REPORT OF THE HEADTEACHER**

The Report of the Headteacher was received and noted. Arising from the report:

### **Number on Roll**

Noted that the school roll was full and that there was a waiting list.

**QUESTION:** A Governor asked if a child needed to re-apply for admission once they turned three years old, if they had already been admitted as a two year old.

**Answer:** The Headteacher responded that pupils were required to reapply, but the school tried to ensure that families that were not turned away if possible.

### **Catholic Life of the School**

This was noted.

### **Admissions – Appeals**

This was noted.

### **Attendance**

This was noted.

### **Achievement – Standards and Progress**

Governors paid tribute to the excellent results in attainment, which had significantly exceeded averages in Barnet and nationally.

It was reported that Statutory Assessment Tests (SATs) were undertaken by the current Y1 pupils.

### **Household Support Fund**

This was noted.

**QUESTION:** A Governor asked whether the sum of the funding, which would be distributed to vulnerable and disadvantaged families, was known.

**Answer:** The Headteacher responded that the numbers of eligible pupils had been submitted to the Local Authority (LA) but that the school had not yet been advised of the amount of money expected.

### **PE and Sports Premium Update**

It was noted that the funding received had been used to purchase new climbing frames for the playground and internal repairs.

It was noted that during the current term, the school had received a Bronze Healthy Schools Award, which ensured that the previously-awarded Silver and Gold awards remained validated. Over the Summer break, the school was awarded a Gold School Games Award, which rewarded schools for their commitment to the development of competition across their school and into the community. It was noted that the school had submitted its Resilience Schools Kitemark application. It was reported that the school had received the Silver Award for Barnet Healthy Schools for Mental Health and Emotional wellbeing. This is in addition to the Gold Award for sustained physical activity.

### **Staffing**

The Headteacher provided an overview of staff leaving and new staff joining.

It was reported that new staff had been paired with experienced staff to help them to settle.

### **Inclusion: Update (SEND & Disadvantaged)**

It was noted that eight pupils had Education and Health Care Plans (EHCPs). It was noted that the school had one pupil currently looked after (LAC). It was reported that the school worked with the virtual school to ensure that the school's entitlement was secured. This was being used for speech and language support, swimming lessons, and football club provision.

**QUESTION:** A Governor asked how the number identified for support across the school (55 pupils) compared to that of the previous year.

**Answer:** Holly Evans, Interim Deputy Headteacher, responded that the number was very similar to that of the previous year, with a higher rate of diagnosis of autism. This was due to diagnoses of pupils who had been on a waiting time since 2019. It was noted that Barnet had reported a prediction of more than 400 children to be diagnosed with autism during the current year.

### **External Professionals Working in Partnership with School**

This was noted.

### **Referrals to outside agencies**

This was noted.

### **Training**

It was reported that CPD for support staff had been very comprehensive. It was reported that new staff would be undertaking training in KS1 and Early Years Foundation Stage (EYFS). It was expected that training in KS2 would be undertaken as appropriate.

**Pupil Premium Numbers**

This was noted.

**Exclusions & Discrimination Reports**

This was noted.

**External Professionals Working in Partnership with School**

This was noted.

**Communication with Parents**

This was noted.

**More Parent Links**

This was noted.

**Early Years Foundation Stage**

This was noted.

**Phonics**

It was noted that work in phonics was going very well.

**IT and Computing Update**

It was reported that all teachers were in receipt of new teaching and learning laptops to enable them to teach effectively from the Interactive Whiteboards, funded by the Parent Teacher Association (PTA).

Tribute was paid to the PTA for its continued contribution to the school.

**Science Update and other actions to address**

The Headteacher reported on work being undertaken to address OfSTED recommendations.

**Music Update**

The Headteacher reported on how the Music teacher was ensuring that all pupils were exposed to as much different styles of music as possible, and how this was enriching the musical life of the school. It was reported that the Local Authority had announced that the school was to be presented with a music award in recognition of the music opportunities Ms Draper, the Music Teacher has arranged for the children.

**PSHE Update**

This was noted. The Emotional Register was particularly highlighted.

**School Travel Plan**

This was noted.

## **Policy Monitoring & Overview**

This was noted.

## **Appraisals**

It was noted that appraisals were to be completed by 31 October 2022 in accordance with statutory guidelines.

## **Residential Trips**

A report was given on the success of the Cuffley Camp as the school's chosen location for the Year 4 residential trip. It was clarified Year 6 go to Tolmers which is also in Cuffley for their residential in the Summer term

## **CPD**

The CPD Log 2021-22, copies of which had been circulated prior to the meeting, was received and noted.

## **The School Improvement Plan (SIP) and School Evaluation Form (SEF)**

It was noted that these had already been discussed.

## **OFSTED**

It was noted that praise had been received from the Local Authority for the school's inspection outcome.

**QUESTION:** A Governor asked if feedback from parents received during the inspection had been captured and kept.

**Answer:** The Headteacher responded that this was used only during the inspection to inform OFSTED of parental views about the schools. It was noted that OfSTED had commented that such a high level of positive parental feedback was extremely unusual. It was reported that parents had queued up to speak to inspectors during the inspection.

*Father John McKenna left at this point.*

**QUESTION:** A Governor asked, with reference to the recent extremely hot summer, if there were any improvements to the infrastructure to be identified, to avoid school closure in the future.

**Answer:** The Headteacher stated that the resources that could be used to install air conditioning into classrooms could be used on other school priorities that may be used more frequently. She stated that St Catherine's had a reputation for always taking the decision to remain open, whilst other schools closed in exceptional circumstances. She reported that the decision was made to close the school for two afternoons during the summer, due to consideration about the welfare of staff and pupils working in exceptionally hot conditions.

It was noted that this had not been an easy decision to make, and had been undertaken in consultation with the Chair and Vice Chair.

**QUESTION:** A Governor asked if there should have been consultation with all Governors with regard to proposed school closure.

**Answer:** The Clerk stated that the Chair had emergency powers to agree, in consultation with the Headteacher, school closure, which would then be reported to the Governing Board as soon as was possible.

**QUESTION:** A Governor asked if any research had been undertaken with regard to pupils being safer at home than at school?

**Answer:** The Headteacher responded that the school assessed the risks at school, and based its decisions on the safety and welfare of pupils and staff when considering closure.

A discussion ensued with regard to exceptional weather and the impact of climate change and how the school might respond to this in the future. It was noted that schools nationally were required to abide by national legislation such as Boiler requirements, and that there may be a directive with regard to adjusting school term and holiday dates to align with other countries which experienced extremes in temperature in the future. It was noted that all buildings newly erected had been fitted with air conditioning.

The discussion was concluded with agreement that Governors were right to ask questions but that there was a need to trust the leadership of the school in operational matters. It was noted that all decisions such as school closure were made in consultation with the Headteacher, Chair and Vice-Chairs.

*The Chair thanked the Headteacher for her report.*

## 22/69 **REPORTS FROM ANY COMMITTEES THAT HAVE MET**

### **Catholic life**

Liz Reeve and Sylvia Lehrian reported that the committee had met and that a learning walk had been undertaken. The following aspects were observed:

Pupils demonstrated their knowledge of the behavior policy;  
Prayer corners had been observed;  
The atmosphere in Reception was very calm;  
Pupils had appeared focused and engaged;  
The standard of work, including writing by boys and girls, was of a very high quality;

### **Learning and Achievement**

Peter Collins reported that the Committee had met. Noted that the following items had been considered:

- The OfSTED report;
- The curriculum;
- Analysis of data, with particular focus on all groups of pupils;
- The SATs results, which were well above average nationally and in Barnet.
- The SEF had been distributed with transition items being the only new items that had been added.



Francesca Giacon reported that a meeting to discuss Pupil Premium meeting had taken place earlier that day. The following items had been considered:

- Effective use of Teaching Assistants (TAs), with reference to research by University College London (UCL).
- Noted that TAs were a huge financial resource.
- Noted that pupils' perceptions and attitudes were most affected by TA support and intervention;
- Governors had commended the management of the school;
- Speech and language interventions had been witnessed by the Governors, and pupils had been observed using mirrors to help support the formation of their words;
- All TAs ran three interventions after school each week, an initiative that had been introduced during the current year;
- SEND pupil funding and information requested by OfSTED during the inspection.

It was noted that the next Learning Walk would take place on Friday 8 November 2022 at 9am.

### **Resources (including Fundraising)**

Gordon Fisher reported that the committee had met. The following items were noted:

- The submission deadline for the budget forecast was 31 October;
- Pupil numbers recorded on the day of the census were favourable to secure funding;
- The school would receive £4000 per child;
- The school was committed to ensuring that money was spent on current pupils;
- The Breakfast Club was adequately resourced;
- The After-school club was running;
- The nursery provision for three year olds was adequately resourced;
- The nursery provision for two-year olds resourcing was being monitored;
- The Government was considering changing the ratio of staff to pupils.
- The school paid a high pension figure;
- Teachers' salaries made up over 80% of budget;
- There had been a 8.3% increase for lower-paid teachers, and a 5% increase for high-paid increase to subsidise the cost of living increase. Noted that the LA had allowed a 2% increase on salaries in the budget;
- Many schools carried deficit budgets, and were experiencing financial challenges;
- Governors acknowledged that when the budget had been very healthy in the past, the school had invested in resources such as the establishment of the Arts Hub;
- The photocopier contract was being considered. Noted that the Government had recommended Canon, and that the proposed price seemed reasonable in that a four year lease would be cheaper than the current three year contract.
- Work to complete work on the Arts Hub had exceeded the budget by £2000.
- A commercial Profit and Loss (P&L) had been requested;

- It was noted that the Pupil Premium budget had been cut to £60,000 from £80,000.

**QUESTION:** A Governor asked if the Breakfast Club was well attended and if there was any limit to pupils attending.

**Answer:** The Headteacher responded that the club was well-attended and that the school would ensure that all pupils would be able to attend.

It was reported that the School had contacted the LA to request its own credit card. This would be in addition to its current credit card that had a limit of £2000. It was noted that this limit had become insufficient to meet costs for the month, in light of rising costs associated with running the Breakfast Club. It was noted that the school would be advised the following day if its request would be granted.

A discussion ensued with regard to school uniform. It was noted that the school was compliant with requirements, which included retendering for this every five years.

Governors noted that the school generated a lot of funding itself. It was reported that a concerted effort was needed to encourage parents to contribute to the Governors' Fund. A discussion ensued with regard to whether parents could pay via standing order, and whether the school could benefit from gift aid in this regard. It was noted that parents were requested to sign a form to indicate gift aid.

**ACTION:** The School to research how parents can make voluntary contributions by standing order to contribute to the Governors' Fund. School to include this information in next Newsletter to encourage contributions to the School Fund.

## **Safeguarding**

Sylvia Lehrian reported that the committee had met and the minutes were received and noted. It was noted that:

- The Single Central Record had been checked;
- OfSTED had found the school's safeguarding arrangements very effective;
- Thorough training had been undertaken by all staff.

## **22/70 RATIFICATION OF SCHOOL BUDGET 2022/23**

It was noted that it was not possible to ratify the budget due to awaiting information.

## **22/71 POLICIES**

The following policies were considered for ratification:

- Safeguarding & Child Protection Policy
- Teaching & Learning Policy

It was noted that the Safeguarding & Child Protection policy contained changes, and that the LA's proforma had been used with reference to Keeping Children Safe in Education (KCSiE).

It was noted that there were no changes to the Teaching & Learning Policy, except for the date.

It was agreed that changes should be clearly highlighted on any policy presented for review.

**ACTION:** Changes to be clearly highlighted on any policy presented for review.

Both policies were **RATIFIED**.

A discussion ensued with regard to a policy review cycle. It was noted that The Education Space could offer support to the school in building and maintaining this.

**ACTION:** Headteacher to review policies on the school website.

22/72 **SAFEGUARDING (including update on Keeping Children Safe in Education (KCSiE))**

This had been covered under 22/69.

22/73 **GOVERNOR EDUCATION AND TRAINING**

Governors noted training opportunities.

22/74 **DATE OF NEXT MEETING**

The date of the next meeting was scheduled to be Tuesday 17 January 2023 at 7:05 – 9:00pm.

22/75 **WHAT WAS THE IMPACT ON THE CHILDREN?**

The Clerk summarized the impact of the Governors' work as follows:

- The successful OfSTED outcome provided assurance regarding the quality of all aspects of the school's provision;
- Funding had provided pupils with additional resources, such as playground equipment;
- Pupils would benefit from resources provided to teachers, such as laptops to be used with interactive whiteboards;
- Awards such as those for sports, healthy schools and music provided assurance that pupils were gaining an enriched school experience;
- The Learning Walk provided evidence that the school's behavior policy was understood and followed by pupils;
- The Breakfast Club and After-School Club were valued provisions that were not provided in all schools;
- Safeguarding arrangements had been acknowledged by OfSTED as effective.

The meeting closed at 8.40pm.