

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL
ON TUESDAY 17 JANUARY 2023

GOVERNING BODY MEMBERSHIP

Name	Governor Type	Term End	Present/Apologies/Absent
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	Present
Peter Moger	Foundation	31/8/25	Apologies
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	Apologies
Serena Hagen	Parent	6/10/26	Present
Liam Fitzpatrick	Parent	17/12/23	Present
Maureen Kelly	Staff (Headteacher)	n/a	Present
Úna Turner	Staff	7/6/26	Present
Non-Voting Attendees			
Marc Boucherat	Associate Member (Committees)	24/11/23	n/a
Holly Evans	(Interim Deputy Headteacher)		Present
Nicki Whatley	(Interim Deputy Headteacher)	n/a	Apologies
Sarah Beaumont	Clerk		In Attendance

PART I

The meeting opened in prayer.

23/01 WELCOME

The Chair welcomed all to the meeting.

23/02 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE

Apologies for absence had been submitted and were accepted on behalf of Peter Moger and Father John, Julie Burke and Nicki Whatley.

23/03 DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA

There were no declarations of pecuniary interests in the business to be discussed. It was agreed that The Education Space should check if any declarations had not yet been received.

ACTION: The Education Space to check if any declarations had not yet been received.

23/04 MINUTES OF THE MEETING DATED 11 OCTOBER 2022

The minutes of the Governing Board meeting held on 11 October 2022 were **CONFIRMED** as being an accurate reflection.

23/05 **MATTERS ARISING**

Membership of the Governing Board (23/20): Appointment of Foundation Governors: It was reported that work had been undertaken to support the reappointment process for Fr David Pember and the appointment of Liz Reeve. Once the forms were complete, these were to be sent to the LDBS.

Report of the Headteacher (22/68): Regarding the sum of the funding, which would be distributed to vulnerable and disadvantaged families, the Headteacher advised that she had provided this figure to the Governor who had asked the question at the previous meeting. The funding for December was £42.30.

Policies (22/71): It was reported that the Headteacher had reviewed all the policies on the school website.

23/06 **VERBAL REPORT OF THE HEADTEACHER**

The Headteacher provided a verbal update, including the following areas:

Catholic Life: It was reported that pupils had attended Mass; Year 2 at St Gregory's, Years 3 and 4 at St Peter's. Gordon Fisher had shown a film to all parents at the Christmas Nativities regarding School Building Fund contributions.

Music: It was reported that pupils were attending an opera, as a result of a successful bid made by the Music Teacher.

Rock Steady, an organisation that supports pupils to learn an instrument and play in a rock band, had commenced providing services to the school. It was reported that this had been extremely popular with pupils and had been over-subscribed, with 54 pupils on a waiting list. Governors commended the inspirational work of the Music Teacher to seek opportunities to enrich pupils' musical participation and appreciation, which contributed to the cultural capital of the school.

Curriculum: Literacy, Numeracy, and Science: It was noted that a book-look had been undertaken of writing and maths books. It was noted that an English Audit had been carried out earlier that day by English Hub with a view to providing matched funding for reading books. A Learning Walk was organised for the following week. Governors noted that resources were urgently needed to support reading in KS2.

It was reported that Katie Dawbarn, Learning Network Inspector, had undertaken a School Evaluation visit and that Science had been found to be very strong. It was noted that the Head of Science had undertaken a staff skills audit, and that Science Ambassadors met weekly.

Staffing: Governors noted staffing issues. It was noted that there had been staff absences, one long term due to injury. Governors noted how Teaching Assistants (TAs) were supporting pupils with Education Health Care Plans (EHCPs). The impact of absences is having a negative effect on the children's progress.

Admissions: It was noted that the nursery was now full, and that no 30 hour admissions places were available. Nine new pupils had joined the school in January. It was noted that there was a high proportion of siblings joining the school at the next admissions.

Question: *A Governor asked if there had been any late admissions.*

The Headteacher responded that the school were compliant with their processes to ensure consistency and fairness.

Strike Action: A discussion ensued with regard to plans for a national strike involving teachers, set for 1 February 2023.

Question: *A Governor asked how the school would be planning to communicate with parents on managing provision for pupils during strike action.*

The Chair and Headteacher responded that it may not be possible to advise parents until the day of the strike that any alternative arrangements would be necessary as NEU members do not have to inform the Headteacher if they are going to strike or not.

It was noted that union members had the right to strike and that union membership and decisions to strike were special category data and that the school did not have the right to require this information from staff members. Governors acknowledged that parents were concerned about the disruption the strike will cause.

The Chair thanked the Headteacher for her report.

23/07 **SCHOOL IMPROVEMENT PLAN**

There was no update.

23/08 **SCHOOL SELF-EVALUATION FORM**

There was no update.

23/09 **PUPIL PREMIUM**

Francesca Giacon provided a verbal report, which included the following points:

- That she had met with the Interim Deputy Headteacher (Holly Evans);
- That the Pupil Premium budget was £66,785;
- That 9.2% of pupils (39 pupils) were eligible for Pupil Premium funding;
- That it was reported that Quality First Teaching had closed the attainment gap most effectively;
- That the main challenges facing Pupil Premium pupils had been found to be under-developed oral language, social and emotional issues, being ill-equipped to articulate feelings, lack of enrichment opportunities, and difficulties with language which could lead to lack of progress;

Governors attention was brought to the Pupil Premium Strategy Statement, copies of which had been circulated prior to the meeting.

Question: *A Governor asked how the school balanced provision for Pupil Premium pupils, with non-Pupil Premium pupils.*

The Interim Deputy Headteacher responded that Pupil Premium pupils were prioritised in relation to opportunities offered. She stated that all teachers identified pupils that they felt needed additional support. These also included those pupils from families that were not entitled to Pupil Premium funding, but were on Household Support. It was reported that there were some free places available for certain activities, and the school could also offer a payment plan.

It was noted that, whilst the budget had been reduced, the school managed resources over a four year budget.

23/10 **SPORTS PREMIUM**

Liz Reeve provided a verbal report, including the following points:

- That she had met with the Interim Deputy Headteacher (Nicki Whatley);
- That funding equated to £19,600 over three installments;
- That resources were being used for PE equipment and playground equipment;
- That the school provided a range of physical activities including football (A,B and C teams), fencing, dance, dodgeball, and archery.

23/11 **SAFEGUARDING, ONLINE SAFETY AND GENERAL DATA PROTECTION REGULATION**

The minutes of the Safeguarding meeting held on 10 January 2023, copies of which had been circulated prior to the meeting, were received and noted. Arising from the minutes:

Question: A Governor asked how long the online safety training for parents was available for them to access.

The Headteacher responded that the school did not store this as a resource and would be accessible for a few days.

A discussion ensued with regard to safeguarding risks relating to the use of online computer games such as Roblox.

It was noted that the Single Central Record (SCR) would be checked in the following 10 days.

Question: A Governor asked the arrangements for giving staff Planning, Preparation, and Assessment (PPA) time.

The Headteacher explained that staff were provided with time in excess of their entitlement, giving details of arrangements.

Question: A Governor asked the response rate in the staff survey.

It was explained that 37 of 61 staff had responded in the current year, compared with 36 of 53 in the previous year.

23/12 **REPORTS OF COMMITTEES**

Catholic life

The minutes of the meeting held on 10 January 2023, copies of which were had been circulated prior to the meeting, were received and noted.

Liz Reeve provided an overview.

Learning and Achievement

It was noted that the meeting had not yet taken place.

Resources (including Fundraising)

Gordon Fisher provided a verbal overview, including the following points:

- An analysis had been undertaken of the Q3 budget position, line by line;
- The school had begun the year with a £13,000 deficit, which had been aided by financial covid-related support to bring it to a £7000 surplus;
- 85% of the school budget was spent on staff salaries;
- Risks were regularly monitored;
- Any fund-raising activities included targets for specific purchases;
- Discussion had taken place regarding the provision of tutoring for pupils, with considerations relating to school staff undertaking this;
- The Local Authority (LA) had offered Teaching Assistants (TAs) £150 per person bonus, which had not been extended to Voluntary Aided schools such as St Catherine's;
- Bench-marking had taken place, though St Catherine's arrangements including remaining open until 6pm was unlike many other schools;
- Policies – the Whistle-blowing Policy would be reviewed;
- Policies – the Finance Policy, Critical Incidents Policy, and Lockdown Policy were ratified;
- Gift Aid and Parental Contributions – noted that funds had been depleted;
- Procurement – new printers had been procured, decorating had been undertaken in the Arts Hub, and a shutter was to be repaired to ensure compliance with fire safety.

23/13 **RATIFICATION OF POLICIES**

The following policies were considered for ratification:

- GOVERNING BOARD HANDBOOK
- PUPIL PREMIUM STATEMENT
- SEND

Governing Board Handbook: Noted that on page five, that the following sentence:

Each term there will be one further information evening- these will include updates on topics such as the Safeguarding, Wellbeing, OFSTED and Community cohesion

be changed to:

Further information evenings on topics such as safeguarding, wellbeing, OFSTED and community cohesion may be arranged as required.

This was RATIFIED subject to the change.

Pupil Premium Statement: Noted that it was not required to be ratified.

SEND: noted that this was to be edited.

ACTION: Ratification of Policies to include SEND at next meeting.

23/14 **GOVERNING BOARD MEMBERSHIP**

The Board noted the board membership.

Appointment of Foundation Governors: This had been covered under 23/05.

It was noted that, in light of the end of term of office of Julie Burke on 6 March 2023, a Parent Governor election would be run during the spring term.

ACTION: The Education Space to support the running of a Parent Governor election.

23/15 **GOVERNOR EDUCATION AND TRAINING**

Governors noted training opportunities from the Diocese of Westminster, and London Borough of Barnet.

Governors noted the BEL's Chief Executive's Report to Governors:

- <https://www.barnet.gov.uk/working-children-barnet/information-schools/school-governors/meetings-and-reports>

23/16 **MENTAL HEALTH AND WELLBEING**

This had been covered under Safeguarding Report.

23/17 **ANY OTHER BUSINESS**

There was none.

23/18 **DATE OF NEXT MEETING**

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

23/19 **WHAT WAS THE IMPACT ON THE CHILDREN?**

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

- Continuous investments were being made into the school's cultural capital;
- Resources were being sought to support KS2 literacy;
- Pupils eligible for Pupil Premium and other vulnerable groups were being prioritised for resources and opportunities;
- Sports Premium was being used to enrich opportunities for physical activities;
- School Improvement Plan targets included pupils' mental health and building resilience;
- Mental wellbeing continued to be a focus, with emphasis and discussions on Children's mental health and wellbeing day, World mental health day, and Friendship week

The meeting closed at 8.32pm.