

MINUTES OF THE GOVERNING BODY MEETING OF ST CATHERINE'S CATHOLIC PRIMARY SCHOOL, ON TUESDAY 10TH OCTOBER 2023 AT THE SCHOOL AT 7.00 PM

PRESENT:

Name	Governor Type	Other Information	Term of Office	Present/Apologies/Absent
Alessia Errico	Foundation	Chair	01.11.2020-31.08.2024	Present
Sylvia Lehrian	Foundation	Co-Vice Chair	01.09.2020-31.08.2024	Present
Fr John McKenna	Foundation		01.10.2021-31.08.2025	Present
Francesca Giacon	Foundation		01.10.2020-31.08.2024	Present
Peter Moger	Foundation		01.09.2021-31.08.2025	Present
Peter Collins	Foundation	Co-Vice Chair	01.09.2020-31.08.2024	Present
Fr David Pember	Foundation		TBC	Absent
Liz Reeve	Foundation		01.01.2023-31.08.2026	Present
Liam Hourican	Elected Parent		06.06.2023-05.06.2027	Present
Serena Horgan	Elected Parent		07.10.2022-06.10.2026	Present
Liam Fitzpatrick	Elected Parent		18.12.2019-17.12.2023	Apologies
Maureen Kelly	Staff	Headteacher	Ex-officio	Present
Una Turner	Staff		08.06.2022-07.06.2026	Present
Gordon Fisher	LA		14.01.2021-13.01.2025	Apologies
Non-voting attendees				
Holly Evans				In attendance
Nicki Whatley				In attendance
Caroline Winston	Clerk		N/A	In attendance

PART ONE

1. OPENING PRAYER

- 1.1 The meeting opened with a prayer.

2. WELCOME & INTRODUCTIONS

- 2.1 The Chair welcomed everyone to the meeting, extending a special welcome to newly-elected parent governor Liam Hourican.

3. APOLOGIES FOR ABSENCE

- 3.1 Consent was recorded to apologies for absence submitted on behalf of Gordon Fisher and Liam Fitzpatrick.
- 3.2 Fr David Pember was absent.

4. DECLARATION OF INTEREST AND DECLARATION FORMS

- 4.1 None of the Governors present declared a pecuniary interest in the business to be discussed.
- 4.2 Governors were reminded to complete their annual declarations on GovernorHub, including ticking to confirm that they had read the latest version of Keeping Children Safe in Education (KCSIE).
- 4.3 The Governor Code of Conduct was **ADOPTED** for the academic year.

5. ELECTION OF CHAIR FOR THE ACADEMIC YEAR 2023-2024

- 5.1 Nominations were invited for the position of Chair and Alessia Errico was proposed and seconded. Upon a show of hands, it was **RESOLVED** that she be appointed Chair for the academic year 2023-2024.

6. ELECTION OF VICE CHAIR FOR THE ACADEMIC YEAR 2023-2024

- 6.1 Nominations were invited for the position of Vice Chair and Sylvia Lehrian and Peter Collins were proposed and seconded as Co-Vice Chairs. Upon a show of hands, it was **RESOLVED** that they be appointed Co-Vice Chairs for the academic year 2023-2024. Liz Costello would shadow the Chair and Vice Chairs again this academic year.

7. REVIEW OF COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

- 7.1 Committee Membership was reviewed and remained unchanged, other than Liam Hourican joining the Learning and Achievement Committee.
- 7.2 Terms of reference would be reviewed by committees at their next meetings.

8. SKILLS AUDIT

- 8.1 Governors were reminded to complete their skills audit forms and return them to the Clerk before the next meeting.

		Action	Who?	Deadline
8.1	a.	Complete skills audit forms and return to clerk	All Govs	Jan 2024

9. MINUTES OF THE MEETING HELD ON 6th JULY 2023 AND MATTERS ARISING/ACTIONS

- 9.1 The minutes of the meeting held on 6th July 2023 were confirmed and signed by the Chair as a true record.
- 9.2 Arising from the minutes:
- 9.3 Item 5.3 Check that all governor declarations had been completed This action was closed.
- 9.4 Item 6.28 Complete academisation due diligence paperwork for submission by half term This had been completed.
- 9.5 Item 7.12 Draft letter to LA about the issue of school being charged council tax for a property that no longer existed The Headteacher said that this matter had since been resolved by the School Business Manager. The LA had given a significant reduction and the invoice had been paid.
- 9.6 Item 7.14 Provide wish list for the Governors Fund This would be discussed at the next Resources Committee meeting.
- 9.7 Item 16.1 Send potential dates for a GB meeting in September 2023 This had been completed.

10. HEADTEACHER'S VERBAL REPORT

- 10.1 The Headteacher reported that the new academic year had started with Mass, led by the children.
- 10.2 The Year 3 and Year 4 Masses had already taken place.
- 10.3 Harvest Festival would be held on Monday 16th October 2023 and food collected would be taken to the local Food Bank.
- 10.4 Staffing was currently stable, with new members of staff settling in well.
- 10.5 One TA had had an accident in the playground which required surgery and meant they would therefore be on long-term sick leave. She had been sent a card and get-well gift from the School and contact would be maintained with her during her time off.
- 10.6 There were currently three ECTS working in school, two of whom had joined in September.
- 10.7 The School has organised ECT training which would take place on Tuesday afternoons throughout the year.

- 10.8 It was reported that teaching staff had all completed their curriculum meetings with parents. These had been successfully run both online and in person.
- 10.9 A Parent partnership meeting was scheduled to take place on Friday 20th October.
- 10.10 Governors heard that Census day had been on 4th October 2023. There had been one additional child on roll over the total number. This would have a positive impact on funding.
- 10.11 The Headteacher reported that all staff appraisals would be completed by 31st October 2023.
- 10.12 Governors heard that Year 4 had gone on a residential trip to Cuffley Camp the previous week which had been enjoyed by all. The Headteacher explained that staff who had stayed overnight were given half a day of leave in lieu of this time.
- 10.13 Governors were informed that the School had recently purchased a subscription to an employee assistance programme which helped support the mental health and wellbeing of staff.
- 10.14 There had been lots of other exciting enrichment trips for the children including a Year 2 trip to Shoeburyness, a Year 3 trip to Whipsnade Zoo and Year 5 trip to the National Gallery.
- 10.15 A Year 5 trip to the Houses of Parliament was also planned for November.
- 10.16 It was reported that there were now thirteen 2-year-olds on roll in the Nursery, 9 of whom were private spaces.
- 10.17 37 children were on roll in the 3-year-old provision in the Nursery and the Headteacher said that there was potential to admit a further 10 children depending on the places requested for each session.
- 10.18 The Headteacher reported that the SLT, Admissions Officer, Business Manager, Clubs Manager, Computing Leader and the two Vice Chairs (one of whom was the safeguarding governor) were completing DSL training and this would be completed by the end of this week.
- 10.19 Governors were reminded that FSM were available to all children in Key Stage 2 this year. There had been an uptake of 30, so there had not been a significant impact on the school kitchen.

11. UPDATE ON MENTAL HEALTH AND WELLBEING

- 11.1 This had already been discussed under item 10.13 and would be discussed further under the next item.

12. SAFEGUARDING

- 12.1 The Safeguarding & Wellbeing Governor had attended a meeting with the Headteacher on 2nd October 2023. The minutes of this meeting had been shared with Governors.
- 12.2 Arising from the meeting:
- 12.3 SCR A full check of the SCR had been undertaken and there were no issues to report.
- 12.4 Wellbeing Several new measures had been introduced to support the wellbeing of staff, including:
 - Each year group will now only do one display per year as opposed to one per term.
 - Half termly emails to parents would now be sent out rather than weekly. This had freed up a great deal more time for PPA.
 - Opportunities to do on-line training and PPA from home.
 - Teachers would be given one whole day to carry out on-line parent consultations.
 - Constant encouragement to leave school one day per week by 4.00/4.30pm.
- 12.5 Governors heard that members of the SLT could now work from home for one afternoon per month. This had been well received.
- 12.6 ECTs All ECTs had been provided with trained mentors.
- 12.7 Pupils It was reported that pupils had settled in well for the new academic year and the behaviour of the children continued to be very good.
- 12.8 Questionnaires Annual questionnaires would be sent out to staff, pupils and parents in November. The top-line results would be presented at the next Governing Body meeting.
- 12.9 Policies It was reported that the Safeguarding and Child Protection Policy had been updated to reflect the changes to KCSIE 2023. The updates had also been incorporated into the Safer Recruitment Policy.

- 12.10 **Training** Governors heard that all staff had received safeguarding training at the beginning of the school year on INSET day. This had taken place on 4th and 11th September and had focussed on KCSIE 2023 and a safeguarding induction. Several staff had also completed Level 3 training.
- 12.11 An online link had been shared with Governors to complete a two-hour webinar on 'Safeguarding and Governance'. Governors were reminded that it was good practice for them to complete an annual update on safeguarding. They were asked to notify the Safeguarding & Wellbeing Governor when they had completed this training. Certificates were to be sent to the Clerk for filing on GovernorHub.
- 12.12 **Audits** It was noted that the annual "safeguarding audit", 'child on child abuse audit' and 'the school building safety audit' had all been completed and submitted.
- 12.13 **Referrals** It was noted that a parent had made a referral to the LADO regarding the School and this had been actioned swiftly. There had been no case to answer.

		Action	Who?	Deadline
12.11	a.	All Governors to complete online safeguarding training	All	December 2023

13. **REPORTS OF COMMITTEES**

- 13.1 **Learning & Achievement Committee** The minutes of the meeting held on 29th September 2023, copies of which had been shared on GovernorHub, were received and noted. Arising from the minutes:
- 13.2 **School Improvement Plan (SIP)** The committee had discussed the SIP and it was confirmed that all targets had been achieved, with evidence recorded for each term.
- 13.3 **Statutory Results 2023** The data had been analysed in full.
- 13.4 It was highlighted that results again were very good.
- 13.5 At EYFS, results were above both LA and National averages in the category of Good Levels of Development (GLD).
- 13.6 In Year 1 Phonics, 98.3% had achieved the expected standard against scores of 82.3% LA and 79.1% National.
- 13.7 In Key Stage 1 SATS, in all four categories of Reading, Writing, Maths and Science scores were above both LA and National scores at both Expected and GD criteria.
- 13.8 It was noted that for the Year 4 multiplication check, 95.1% achieved the top score of 25 against the LA average of 68.8%.
- 13.9 In the Key Stage 2 SATS the Reading, Writing and Maths and the combined RWM scores were all above LA and National scores. It was noted that for SPAG, the School was only slightly below the LA scores at 79.3% compared to 80.3%.
- 13.10 Key Stage 2 Greater Depth scores were above LA and well above National.
- 13.11 The Committee had reviewed the end of year data for Year 5. It had been noted that there was a performance gap between boys and girls. This cohort had a number of children with specific needs and a higher-than-average number of children who had joined the School through in-year admissions. The teachers would ensure that the teaching resources this year would cater to the boys' interests and would be mindful of this gap when planning and assessing.
- 13.12 **RE** It was reported that the RE Co-ordinator was in the process of attaining the Catholic Teaching Certificate. Teachers were being trained by the RE Co-ordinator to deliver Caritas Catholic Social Teaching lessons once each half term. Children had been encouraged to apply for the position of school chaplains.
- 13.13 Pupils from Y2-Y6 were currently meeting fortnightly to discuss things they wanted to focus on in the Caritas lessons.
- 13.14 **ASKED** whether this would be reported on in the Catholic Life Committee, this was confirmed.
- 13.15 **Teacher Workload** The Committee had discussed teacher workload and the measures in place to try to reduce this.

- 13.16 SEF It had been noted that 47% of pupils at the School were EAL and 56% were MEG, a substantial proportion in both cases.
- 13.17 Catholic Life committee The Committee had undertaken a Learning Walk looking at classes from the two-year olds in Nursery, right through to Year 6.
- 13.18 The focus of the learning walks had been pupil behaviour, prayer and the prayer tables.
- 13.19 It was reported that The Creation was visible in class.
- 13.20 The Committee had noted that the behaviour policy was implemented consistently in classes.
- 13.21 The Committee had also looked at class charters and learning themes for the month across every classroom and in common areas.
- 13.22 Pupils were seen to be engaged and settled in class.
- 13.23 Governors heard that the displays throughout the School were extraordinary.

14. UPDATE ON ACADEMISATION

- 14.1 The Headteacher, Sylvia Lehrian and Peter Moger had invited all Catholic schools in Barnet to a meeting to discuss academisation and the possibility of forming a MAT.
- 14.2 To date there had been little interest shown in pursuing this.
- 14.3 Governors heard that some of the schools concerned were not financially viable to move towards academisation at present. One school also had land ownership issues which would be restrictive in terms of them being able to become an academy.
- 14.4 It was agreed that the due diligence process for the School should continue, and a further meeting would be scheduled for March 2024 to see whether there was any more interest from Catholic schools in Barnet to join.
- 14.5 The School would remain in discussion with the Diocese about this matter.
- 14.6 **ASKED** what the target of the Diocese was in terms of its schools academising, it was explained that initial communication had indicated that they wanted all schools to be joining, or already in a MAT by 2025.
- 14.7 **ASKED** how many schools would be required in order to create a MAT, it was reported that there was currently conflicting information available about this. Initially this had been based on pupil headcount, but there had also been mention of a set number of schools forming a MAT. The Diocese had indicated that there would prefer there to be four schools, including a secondary setting. If A MAT was to consist of all primary schools, then they had indicated this should be a minimum of six.

15. RATIFICATION OF POLICES AND DOCUMENTS

- 15.1 Child Protection and Safeguarding Policy The document had been shared with Governors. This had been reviewed and updated in line with the updates to KCSIE 2023.
- 15.2 After full consideration, the policy was **RATIFIED**.

16. GOVERNOR TRAINING

- 16.1 The links to the Diocese of Westminster and Barnet training programmes were noted.
- 16.2 Governors were asked to update the training tab on their GovernorHub profiles if they attended any training.

17. ANY OTHER BUSINESS

- 17.1 There was none.

18. WHAT WAS THE IMPACT ON THE CHILDREN

- 18.1 The Chair summarised the impact of the Governors' work as follows:
- The Governors continued to monitor and implement strategies to ensure the wellbeing of the staff and children.
 - Pupils' academic outcomes continued to be strong.

- The embedding of Catholic Life was visible throughout the School and pupils were engaged with this.
- Pupils in Nursery and EYFS were happy and settled.
- Behaviour throughout the School was positive.
- Pupils were benefiting from exciting enrichment trips.
- Pupils were engaged in school council elections which would enable the development of the pupil voice.

19. DATES OF NEXT MEETINGS

19.1 The date of the next meeting was to be arranged.

There being no further business, the meeting closed.