

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 22 JANUARY 2015

FOUNDATION GOVERNORS

*Father Mark Connolly
Mrs Nikki Dias
*Mrs Sharon Jobson
*Mr Dominic Keogh
Father John McKenna
*Mr Uche Mere
*Mr Peter Moger
*Mrs Lisa Sturley (Chairman)

ELECTED PARENT GOVERNORS

*Ms Naomi Holloway
Mrs Allison Waldron-Daly
1 x vacancy

STAFF GOVERNORS

*Mrs Eileen Quigley (Headteacher)
*Mrs Eleanor (Ellie) Carruthers

LA GOVERNOR

*Mr Gordon Fisher (Vice Chairman)

*denotes member present

NON-VOTING OBSERVER

Mrs Mary Ainger (Associate Headteacher)

In Attendance

Mrs Sheila Bennett (Clerk)

PART I

The meeting opened with a prayer.

15/01 WELCOME

The Vice Chairman took the Chair because Lisa Sturley had sent apologies for her expected late arrival. He thanked everyone for attending the first spring term meeting for the academic year 2014/15.

It was noted that the Governor training planned for that evening had already taken place during the Standards Committee meeting on 15 January 2015.

15/02 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence had been received and were accepted from Allison Waldron-Daly, Nikki Dias and Father John.

Ali Mahaffey, prospective Foundation Governor, had also sent her apologies as a non-voting observer.

15/03 DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA

There were no declarations of pecuniary interest in the agenda.

15/04 PART I MINUTES OF THE MEETING DATED 11 DECEMBER 2014

The Part I minutes of the meeting held on 11 December 2014 were **CONFIRMED**, initialled and signed by the Chairman as a fair representation of that meeting.

15/05 **MATTERS ARISING**

The Chairman checked through the actions not dealt with elsewhere:

14/131 Matters Arising from the Meeting Dated 23 September 2014: Annual Register of Business Interests The Clerk confirmed that a copy of this form had been sent to Sharon Jobson for completion.

14/131 Matters Arising from the Meeting Dated 23 September 2014: Payment of Sundry Items Father Mark was very pleased to report that the finance committee of Mary Immaculate & St Peter had agreed to donate £150 per year to the Flowers Account for the payment of sundry items. Governors thanked the Church for its generosity.

14/131 Matters Arising from the Meeting Dated 23 September 2014: Verbal Report of the Headteacher: Behaviour & Safety The Headteacher confirmed that Disclosure & Barring Service (DBS) checks for everyone connected to the School were fully in place.

14/133 Report of the Headteacher: School Data Dashboard, RAISEonline & Fischer Family Trust (FFT) Data In reply to a Governor's challenge as to why the full FFT data was not on the website, the Headteacher confirmed that the FFT Data Dashboard information was there, together with the RAISEonline information. She went on to explain that no other FFT data had been included because it was not recognised by Ofsted and would not form part of any inspection documentation.

14/135 School Improvement Plan (SIP) The Headteacher confirmed that all Governors had been sent a copy of the SIP and the Self Evaluation Form (SEF).

15/06 **VERBAL REPORT OF THE HEADTEACHER**

Social, Moral, Spiritual & Cultural (SMSC) Development

The Headteacher informed Governors that the School was hoping to attain the Rights Respecting Schools Award (RRSA), which recognised the achievement of putting the United Nations Convention on the Rights of the Child (CRC) at the heart of the School's planning, policies, practice and ethos. Mary Ainger explained that this award had two levels. Governors were pleased to hear that the majority of standards to achieve Level 1 of the award were already in place. The purpose of increasing the children's understanding in this way was to enable them to have a voice and give them a feeling that they were being listened to. It would help them become more aware of their rights, would improve their self esteem, respect for others and ultimately improve their learning.

The Headteacher had talked to the children in assembly about this award. She reminded Governors that it was important for the children to learn that rights came with responsibilities. She felt it would be a useful and fascinating piece of work to undertake with the children to increase their SMSC development.

Governors supported the ideas of instilling respect and of a balance between rights and responsibilities. They felt it would emphasise ground rules and would provide balance for the children.

Mary Ainger said that a steering group had been formed, mainly of Yr 5 and some Yr 4 children. Some members of staff, including teaching assistants, as well as parents, would also be involved. Any interested Governor was also welcome to join the group.

The SIP would be updated with an action plan to reflect this work, and a page on the website would also be set up.

Mary Ainger demonstrated a grid marker on her laptop, which displayed all the activities in the whole-school community related to SMSC. Governors heard that staff could input an activity onto the grid, and staff and parents could add any comments or photographs as they wished. Governors would be issued with the password to enable them to access this site.

Action: Associate Headteacher

British Values

The SMSC work relating to RRSA was part of the School's work with the children on British Values. The Headteacher said that the grid marker would also show the work the School was doing to encourage the children to think and learn about British Values. There was an action plan in the SIP relating to this new subject. Staff would also be talking to children about British Values in PSHE and circle time.

Racist & Homophobic & Other Incidents

The Headteacher was pleased to report there had been no incidents of this nature that term.

The Headteacher explained to Governors how a minor incident between two parents had been dealt with successfully.

Exclusions

Governors were pleased to note that there had been no exclusions to report.

Leadership & Management

Self Evaluation Form (SEF) The SEF had been sent to all Governors by the Headteacher. She asked for any comments or questions. Arising from the SEF:

A Governor drew attention to the section on Achievement. She felt that part of the wording was unclear. The Headteacher said that all children meant boys as well as girls. She emphasised that there was no significant gap between the progress of boys and girls, with most children making outstanding progress. The Headteacher undertook to reword this part of the SEF to make it clearer.

Action: Headteacher

The effort being put into improving the outcomes of disadvantaged and other minority groups, including the most able children, was noted. The Headteacher was challenged to explain how the children in the middle range of ability were encouraged to make outstanding progress.



The Headteacher replied that the School provided interventions for every child needing help to fulfill their potential. The termly pupil progress meetings were currently taking place, during which each child was individually assessed. If not enough progress was being made, teaching staff would consider what more could be done to improve progress. This fed into their planning. Staff also analysed different groups of children and any gaps between them. The Headteacher was pleased to make clear that the gaps between all groups were not significant; all children were making at least good progress and many were able to make outstanding progress.

Under the SMSC section, the Headteacher was questioned about the School Council, and whether it was being replaced by the house system. The Headteacher confirmed that the School Council was not in place at present. This was because it had been decided that there should be class councils at class level rather than whole-school level, to be more representative of all the children's views. She felt that this needed to be developed in conjunction with the SMSC work on British Values and the children's rights and responsibilities.

A Governor drew attention to the Early Years Foundation Stage (EYFS) section of the SEF. She wanted to know how parent partnerships and good school links were measured. The Headteacher said that a new online tool, 'Look@Me' was now in place for teachers and parents to access and contribute to. This initiative developed links between home and school.

The Headteacher also highlighted the meetings between staff and parents prior to the start of school, and parental meetings throughout the year.

A Staff Governor who was also a parent said that children's homes in the EYFS were visited by staff on two occasions. There was also a home/school reading record book to encourage dialogue between parents and teaching staff, as well as home learning at weekends.

School Improvement Plan (SIP) The SIP had also been distributed to all Governors for any comments or queries. Arising from the SIP:

A Governor wanted to know how the Headteacher ensured that all staff had a sound understanding of the new curriculum.

The Headteacher replied that she and the Senior Leadership Team (SLT) were meeting staff this week for pupil progress meetings. Each member of staff brought assessment folders to these meetings and was questioned on their content. The Headteacher said that the new curriculum was still being developed, but all staff were aware of changes to the new curriculum and this was also part of their appraisal targets. Teachers now had a much clearer understanding and were making more accurate judgements. Governors noted that there had been significant changes, and inevitably some members of staff were more confident than others.

The Headteacher was questioned by a Governor about lesson planning and the children leading their own learning. It was noted that the children sometimes worked in partnerships, and the Governor wanted to know how teaching staff ensured that these partnerships were working well.

The Headteacher replied that the children's learning partners were changed every week. She acknowledged that sometimes partnerships were more successful than others; however, the children were becoming more familiar with learning partner behaviour, and were very respectful of each other. She confirmed that learning partnerships mainly took place in Key Stage 2 but were currently being introduced in Key Stage 1. She would look into a Governor's concern that the children only worked with the partner they sat next to, as she emphasised that this was a good opportunity for the children to mix.

Action: Headteacher

Lisa Sturley joined the meeting.

A Governor asked about teaching and learning, and the need to maintain consistency of good and outstanding teaching. The Headteacher was asked how teachers shared their good practice.

The Headteacher said there was an 'open door' philosophy. On professional development days staff visited another class for half an hour. Staff were also able to arrange lesson sharing. Lesson studies were taking place, in which staff worked in groups of three, four or five. They visited each other's classrooms and focused on the learning of groups. The other teachers observed the lesson and gave advice afterwards on how the lesson could be successfully moved on. All teaching staff had to complete their lesson studies by Easter 2015.

A further professional development experience had begun called Iris Connect. This video-based tool would be introduced into the classroom to enable teachers to analyse and reflect on the effectiveness of the session, and share good practice with other teachers. The trial was beginning with guided reading sessions.

Governors were thanked for their challenging questions on the SEF and the SIP.

Lisa Sturley took the Chair for the rest of the meeting.

15/07 UPDATE ON THE MULTI-ACADEMY TRUST (MAT)

The Headteacher had informed parents of the proposal to form a MAT with Sacred Heart Catholic Primary School and St Theresa's Catholic Primary School in a letter dated 15 December 2014.

She reported on a recent meeting she had had at the Diocese of Westminster about the conversion of the School to a MAT. She explained that a Commission appointed by the Diocese would make a recommendation to the Bishop and it was expected that the MAT would be effective from 1 September 2015.

15/08 PUPIL PREMIUM

Governors had discussed issues concerned with Pupil Premium in depth at the Standards Committee meeting on 15 January 2015, the minutes for which would be discussed later in the meeting.

The Pupil Premium policy had been considered and ratified following that meeting.

15/09 **EVALUATION OF GOVERNORS' REMIT**

Those Governors who had made visits to the School during the term were reminded to complete a visit form, which had been included as part of the Governors' Visit Policy recently sent out. Governors who had taken part in learning walks reported that they had found them very useful and interesting. The Headteacher undertook to send out an electronic copy of the visit form.

Action: Headteacher

The Headteacher tabled a document entitled 'Framework for Governance'. She drew Governors' attention to the Governing Principles on the second page; twenty questions were listed for Governors to address. The Chairman and Headteacher would look at these to check that the Governing Body was as effective as possible.

Action: Headteacher/Chairman

Uche Mere was asked to analyse the skills audits to identify any gaps in Governors' competencies.

Action: Uche Mere

The Headteacher went on to highlight the different elements of governance:

- Governing principles
- Setting the strategy
- Monitoring the strategy
- Reviewing of the strategy

She explained that significant evidence was needed for each one and asked Governors to become familiar with this document.

Action: All Governors

15/10 **SAFEGUARDING, E-SAFETY & DATA PROTECTION**

The Headteacher confirmed that all members of staff had signed the form to state that they were not aware of anyone who was part of their household having any criminal convictions.

The Headteacher had sent a letter to all parents inviting them to a Safeguarding Meeting at 9 am on Thursday 29 January 2015. She said that staff had tried extremely hard to encourage as many parents as possible to attend, and it was hoped that there would be a very good response.

Governors noted that up-to-date information on e-safety was now on the website for parents to access. The Headteacher said that the children were constantly being reminded of the need for care when using the internet; at present Yr 6 were making posters about e-safety for display around the School.

Governors noted that the Safeguarding Team met each week to review those children giving cause for concern.



Admissions

It was noted that the next meeting of this committee would take place on 10 February 2015.

Catholic Life

The minutes of the meeting held on 16 January 2015 had been circulated prior to the meeting and were noted. Naomi Holloway gave an overview of the meeting, which had included the liturgical update and information on equality and diversity. Governors had also dealt with non-statutory policies, the learning walk on the RE curriculum, British Values. A report on safeguarding had also been considered.

Resources

Gordon Fisher reported on a meeting of this committee held the day before, 21 January 2015, for which minutes were not yet available. Governors noted that budget monitoring had been discussed, and concerns had been expressed over the performance of Capita. It was noted that a changeover of staff at Capita had affected efficiency. The Headteacher would follow this up.

Action: Headteacher

The three-year plan forecast had been considered. The Schools Financial Value Standard (SFVS) had been checked and Governors noted that the outstanding action to complete the building asset management register was being addressed.

Non-statutory policies, such as the Anti-fraud & Anti-Corruption and Whistleblowing Policies, together with the Critical incidents Plan and Purchasing Procedures, had also been reviewed and ratified.

Gordon Fisher reported on a meeting with the LA about a complete change in banking arrangements from 1 April 2015. Governors noted that the bank signatories would have to be changed.

Action: Headteacher/Vice Chairman

The following information about the account balances was noted:

RBS Account: £19,521 (£13,000 was still owed to the Diocese.)
CAF Account: £6,712
Capital Account: £474
Flowers Account: £97.88

MOTION OF CONFIDENTIALITY

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

Part I resumed



Premises

Dominic Keogh reported on the follow-up meeting about the recent health and safety walk. Governors noted that minor items still outstanding were being addressed. A Governor asked about the leaking manhole cover. It was confirmed that the Caretaker had been informed and the work to remedy this was in hand. A Governor raised the issue of the pipe near the Yr 3 class room. Dominic Keogh explained that this might need to be increased in size because it was inadequate in bad weather. Governors discussed the proposed Multi-Use Games Area (MUGA), which was to be sited near the football pitch. The size was 18m by 10m and it would not be fenced. Governors noted this space would be particularly useful during the winter months as extra playground space. A discussion took place about funding the MUGA with help from the PTA. Gordon Fisher undertook to write to the Chair of the PTA about this to confirm their proposal to assist in writing.

Action: Gordon Fisher

Standards

The minutes of the meeting held on 15 January 2015 had been circulated previously and were tabled.

Naomi Holloway gave an overview of the meeting, which had included a Maths book scrutiny and information from Lisa Aldridge about changes to the Maths curriculum. She was pleased to report that this focus on Maths had given Governors a much better understanding of the subject.

The Special Educational Needs & Disabilities (SEND) Policy and the Pupil Premium Policies had been reviewed, amended and ratified.

Governors noted that an update on assessment had taken place. It had been decided that a further analysis of data should be made to identify pupils who were in both the Special Educational needs (SEN) and Pupil Premium categories to ensure that the children were making as much progress as possible.

The Chairman reminded Governors that different methods of levelling pupil progress were currently being trialled.

Fundraising

Uche Mere reported that £2,485 had been received that month in parental donations. Standing orders recently received needed to be added to this total. Thank-you letters had been sent out to parents.

Further letters would shortly be sent to those parents not currently contributing.

It was noted, regarding gift aid, that previous information sent to HM Revenue & Customs (HMRC) had been lost, and would need to be resubmitted. The gift aid requests for this year and last year would be sent to HMRC shortly.

Uche Mere would be meeting the Chair of the PTA soon to discuss setting up of Virgin Money Giving, an online account to simplify fundraising.



15/12 **TRAINING LINK GOVERNOR'S REPORT**

Uche Mere undertook to be the Training Link Governor now that Alexandra Stavrou's term of office had ended. He would email her to discuss the Diocese induction training for new governors.

Action: Uche Mere

15/13 **EDUCATION & SKILLS DIRECTOR'S REPORT SPRING TERM 2015**

The report for the spring term had been included with the agenda. The following items were noted:

1 The School Information (England) Regulations 2008: School Websites

Governors noted this information. The Headteacher confirmed that the website was fully compliant with the audit. Governors heard that a secure page for Ofsted to access, containing all relevant documents for an inspection, was being created.

2 Safeguarding Audit Tool for Schools

Governors noted that all schools had been asked to complete the safeguarding audit tool to ensure that their schools complied with legal requirements and Department for Education (DfE) best practice. The Headteacher was pleased to confirm that this audit tool had been completed and returned to the LA, as requested.

3 New Ofsted Framework & Curriculum Expectations

Governors noted the greater focus on the quality of the curriculum under the New Ofsted Framework and the link to The Equality Act 2010. The Headteacher confirmed that the School actively promoted tolerance and respect for people of all faiths, cultures and lifestyles.

4 Promoting Fundamental British Values as Part of SMSC in Maintained Schools

The attachment on promoting fundamental British values as part of Social Moral, Spiritual & Cultural (SMSC) development was noted. British values had been discussed earlier in the meeting under item 15/06.

5 The Role of the Governing Body in relation to Looked After Children

The Governing Body's role relating to Looked After Children and the training offered was noted. Mary Ainger would shortly be attending training on this matter. The Headteacher confirmed that, at present, there were no children in this category in the School. She would ask Ali Mahaffey if she would take on the role of the member of the Governing Body responsible for Looked After children.

Action: Headteacher

6 Essential Briefings: Governors' Responsibilities for Special Educational Needs (SEN)

Governors noted the training offered during January 2015 on Governors' responsibilities for SEN. It was noted that there was no need to book and the Headteacher would arrange for a Governor to attend.

7 Unified Reward

Governors noted the key changes to pay and grading arrangements that would affect non-teaching staff. The Headteacher said this matter had been discussed at committee level. She would also be attending a meeting about this with other headteachers in the near future.

15/14 GOVERNING BODY MEMBERSHIP

A parent governor election was in progress, and was due to end on Tuesday 27 January 2015. There had been one interested parent so far. The Headteacher undertook to text parents to remind them that the election was in progress.

Action: Headteacher

15/15 ANY OTHER BUSINESS

There was no other business.

15/16 WHAT HAVE WE DONE FOR THE CHILDREN?

Mary Ainger gave a brief overview of the Governing Body's work for the children:

- Governors had considered the children's forthcoming work on SMSC and British Values, to help them better understand their rights and responsibilities.
- Governors had challenged the Headteacher on the SIP and the SEF to ensure these documents were as effective as possible, to help improve the outcomes of the children.
- The House system was in place; the next steps for the School Council were still to be decided, but could involve class councils.
- The Headteacher would check that the children's learning partnerships were working successfully.
- The safeguarding of the children was a priority, with a Parental Meeting on Safeguarding & E-Safety planned the following week.
- A health & safety update on the premises had been given.
- Pupil Premium and SEN data was being further analysed to ensure all children make as much progress as possible.
- Lessons studies by groups of teachers gave them the opportunity to focus on children identified in pupil progress meetings.
- The learning walk by members of the Catholic Life Committee had shown clear evidence of spirituality throughout the School.

15/17 **DATES OF COMMITTEE MEETINGS**

These dates had been previously arranged.

15/18 **DATES OF NEXT GOVERNING BODY MEETINGS**

The following meeting dates were noted:

2nd Spring Term Meeting: Thursday 26 March 2015 at 7 pm

1st Summer Term Meeting: Thursday 7 May 2015 at 7 pm

2nd Summer Term Meeting: Thursday 9 July 2015 at 7 pm

15/19 **MOTION OF CONFIDENTIALITY**

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

A handwritten signature in black ink, appearing to be 'J. Stiles', written in a cursive style.