

**GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON MONDAY 20 NOVEMBER 2017**

**FOUNDATION GOVERNORS**

\*Dr Alessia Errico (Chairman)  
Father James Fasakin  
Mrs Francesca Giacon  
\*Ms Sylvia Lehrian (Vice Chairman)  
Father John McKenna  
\*Mr Peter Moger  
2 x vacancies

**LA GOVERNOR**

\*Mr Gordon Fisher

**PARENT GOVERNORS**

Mrs Jasmeet Fyfe  
\*Miss Rosana Hermosa  
\*Mrs Casey Tolaini

**STAFF GOVERNORS**

\*Miss Maureen Kelly (Headteacher)  
\*Mrs Eleanor Carruthers

**NON-VOTING OBSERVER**

Mrs Mary Ainger (Deputy Headteacher)

\*denotes member present

**In Attendance**

Mrs Sheila Bennett (Clerk)

**PART I**

The meeting opened in prayer.

17/131 **WELCOME & GOVERNOR TRAINING ON THEIR STRATEGIC ROLE**

The Chairman thanked Governors for attending. She welcomed Katie Dawbarn, Learning Network Inspector (LNI), who used a PowerPoint presentation to remind Governors of their strategic role.

Katie Dawbarn said that more was expected from Governors by Ofsted. The Governing Body was part of the School's leadership and management team. It had a vital role in safeguarding the children and ensuring that the premises complied with health and safety guidelines. The Governing Body was responsible for recruiting the headteacher and assisting with recruitment. It had to ensure clarity of vision, ethos and the strategic direction of the School. Each Governor brought a different set of skills and should play an equal part in working for the Governing Body.

Governors were expected to not only support but also to challenge and question the Headteacher and the Senior Leadership Team (SLT), holding them to account to find out the stories behind the data. Governors had to be brave and display professional curiosity. Katie Dawbarn highlighted the value of focused learning walks, when Governors would have the opportunity of speaking to the children, looking at their books and getting a complete view of their school. They needed to ensure that all the children were getting the best possible education.

Governors were also reminded that the Governance Handbook January 2017 and the Competency Framework for Governance were essential reading. They

should abide by the Nolan Seven Principles of Public Life. It was confirmed that these were contained in their Code of Conduct, that was regularly updated.

Katie Dawbarn reminded Governors to be objective; those who were also parents should not discuss their child's problems in Governing Body meetings. Usual procedure should be followed: first speaking to the class teacher, then the Deputy Headteacher and finally the Headteacher if they had any issues.

The training continued with Governors working together, discussing scenarios that might arise, and deciding if they were strategic or operational. Operational matters were the responsibility of the Headteacher and the Senior Leadership Team (SLT). Governors also considered when an operational decision might become strategic, and therefore a matter for the Governing Body. Katie Dawbarn concluded by reminding everyone of the features of a successful governing body.

The Headteacher asked the Clerk to circulate the PowerPoint of this training to all Governors after the meeting.

*Action: Headteacher/Clerk*

*Katie Dawbarn was thanked for her training. She left the room and the meeting began.*

17/132 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted from Francesca Giacon, Father James, Father John and Jasmeet Fyfe.

17/133 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

Gordon Fisher declared that his wife worked as a Barnet Partnership for School Improvement (BPSI) consultant for the School.

There were no other declarations of pecuniary interest in the current agenda.

17/134 **PART I MINUTES OF THE MEETING DATED 21 SEPTEMBER 2017**

The Part I minutes of the first autumn term meeting, held on 21 September 2017 were **CONFIRMED** and signed by the Chairman as a fair reflection of that meeting.

17/135 **MATTERS ARISING FROM THE MINUTES**

The Chairman checked through the action points not yet completed or dealt with elsewhere:

*17/107 Annual Register of Business Interests* The Clerk undertook to remind all Governors to complete this form within a week and email it to the school office.

*Action: Clerk*

### **SATS Results**

Governors congratulated the Headteacher, the SLT, all staff, children and parents on the very good SATS results for 2016/17.

A Governor wanted to know if the children had been informed of these results. The Headteacher replied that the SATS results were published on the School's website. Each family received a letter giving information on their child's ranking against national averages.

A Governor challenged the Headteacher to explain why percentages indicating progress were sometimes lower in Key Stage 2 compared with those in Key Stage 1. The Headteacher replied that there were many reasons for this.

Teacher assessments were made at the end of Key Stage 1. It was hoped that each child's improvement would continue at a steady pace and be reflected in their end of Key Stage 2 results. Five children in that year group did not achieve their expected target. Governors noted that case studies, giving background information on each of these children, were in place.

The progress targets of last year's Yr 6 children at the end of Key Stage 1 had been based on an average points score (APS) of 1.3, with 0 being the national average.

The Headteacher highlighted the difficulty of assessing progress at the end of Key Stage 1. Sometimes teachers in the Early Years Foundation Stage (EYFS) were generous in their assessment, or some children might not maintain their initial good progress for a variety of reasons. Governors were aware that now, if a child was unable to reach the standard in one element within a subject, this brought down the overall statistics.

A Governor wanted to know why a child's progress might slow down and whether this was due to special educational needs. The Headteacher replied that this was not necessarily the case; it might be that their progress had slowed for developmental reasons or because of a change in their family's circumstances.

Governors were also aware that Writing across the School was a particular focus at present, with strategies in place to address performance in this area. Governors were pleased to note that there has been an improvement in the expected standards for Writing; at 88% in this year's SATS results, this was well above the 76% national average. The children's progress was based on their achievement at Key Stage 1.

When questioned by a Governor about comparisons with nearby Catholic schools, the Headteacher said that this information would be available at the end of the year, when the Barnet School Profile was published. The School was in the top 10% to 20% of schools nationally.

The Headteacher reminded Governors that the School Improvement Partner from the local authority (LA) had scrutinised all the School's data thoroughly. She had confirmed that no significant groups of children were underachieving. In the case of cohort-specific children, case studies were in place to explain the reasons behind the results.

### **Pupil Premium**

Governors questioned the figure of 29 children receiving free school meals in her report. The Headteacher explained that this figure related to the children in Key Stage 2 in this category. She had not included Key Stage 1 children, who received universal free school meals. It was noted that the School bought into the LA Free School Meal Checking Service to ensure maximum funding.

The Headteacher would update Governors on the number of children in the Pupil Premium category after the meeting.

*Action: Headteacher*

### **Special Educational Needs**

Governors commented on the high number of children in the School with a special educational need, which was above the national average. They were concerned at a possible impact on the other children in the class.

The Headteacher confirmed there were currently eleven children with an Educational Health Care Plan (EHCP). There was an increasing pressure for the School to admit more. Governors knew that, if a parent with a child with an EHCP named the School as their first choice, they were automatically admitted. The Headteacher had recently had discussions on this matter with the Educational Psychologist and the Assistant Director at the LA, which had been reported back to Governors.

The Headteacher confirmed that she was open with prospective parents about the level of support the School was able to provide.

## 17/137 **EVALUATION OF GOVERNORS' REMIT**

### **Effective Governance Checklist**

The Chairman said that Jasmeet Fyfe, who was absent that evening, was dealing with this matter. She would follow this up. This checklist would be considered by the Chairman and Premises Committee prior to being sent to Sarah Beaumont, Governor Services Manager, at the LA.

*Action: Chairman/Jasmeet Fyfe*

### **Governors' Skills Audit**

The Chairman said that this audit needed to be revisited. Jasmeet Fyfe had offered to do this and Gordon Fisher volunteered to help if necessary.

*Action: Chairman/Jasmeet Fyfe/Gordon Fisher*

17/138 **PUPIL PREMIUM**

Casey Tolaini, the Governor with responsibility for this area of the School, had nothing further to report.

17/139 **SPORTS PREMIUM**

Rosana Hermosa, Governor with responsibility for Sports Premium, had met Miss Hoctor, the new PE and Sports Premium lead that term. The PE action plan that they had discussed would be emailed to the Resources Committee.

Governors were given an overview of Miss Hoctor's exciting plans to lead INSET training and hold parent workshops to encourage parents and children to get fit together. Her suggestion to speak to Governors at a Governing Body meeting about the action plan would help inform their learning walks in this subject, and was welcomed.

Rosana Hermosa also informed Governors about assessment of PE, the upgrading of equipment and the possibility of a PE apprentice being employed to work alongside the PE Leader.

Governors heard that technology had been introduced to PE lessons. iPads were being used by the children to record their efforts.

17/140 **SAFEGUARDING, E-SAFETY & DATA PROTECTION**

Sylvia Lehrian, the Governor with responsibility for this area of the School, reported on a recent meeting with the Headteacher.

Since the last Governing Body meeting Sylvia Lehrian had continued to check pupil medical logs, personnel files and the single central record (SCR). She was pleased to report that no significant issues had arisen and all these files were being maintained very effectively. Cathy Lewis was thanked by Governors for her diligence in record keeping.

Governors heard that there had been a fire drill during one of Sylvia Lehrian's visits. This had given her the opportunity of seeing how calmly and quickly the children had left the school and lined up outside. This had been achieved within two minutes. Governors congratulated the children and staff for this impressive result.

17/141 **REPORTS OF COMMITTEES**

**Catholic Life**

There was no report as Father John was absent.

## **Learning & Achievement**

The terms of reference of this committee had been emailed to all Governors for consideration and comment prior to the meeting. The Headteacher said that only minor changes had been made. Following consideration, this document was **APPROVED** by Governors.

## **Resources**

The Part I minutes of the meeting held on 10 October 2017 had been circulated previously and were noted. Arising from the minutes:

Committee Structure Peter Moger explained that the Resources Committee had been formed in 2015, combining the Finance, Staffing and Premises Committees. It had been decided that, in future, separate chairs for Personnel, Premises and Finance would be in place, but the members of the committees would be the same and would meet at the same time. This change in the committee structure was **APPROVED**.

School Budget Governors were pleased to note that the budget was in a healthy state, with a contingency of £103,000 at present.

Performing Arts Hub Peter Moger gave an update on this project, which would be funded by money from the Governors' Fund, Gift Aid, the CAF account and PTA fundraising. At present the total of these streams of funding amounted to approximately £163,000. The cost of the project was expected to be in the region of £155,000.

Peter Moger informed Governors that he would contact the Diocese to arrange a flexible loan which could be called upon if necessary.

Governors heard that the legal position had to be clarified as the piece of land to be used for this building belonged to the LA. Planning permission would be required.

Barkers, the new surveyors, had put in a bid. Two other quotations would be sought.

The timeline of this project not yet been agreed, but it was expected to be completed within this academic year. Governors were reminded that the building was a modular system and the children would be involved.

In response to a question on the safeguarding of the children while the works were being carried out, Peter Moger replied that only a firm with a great deal of experience in building in schools would be used. Disclosure & Barring Service (DBS) checks would be in place for all staff used in this project. The building area would be sectioned off so that there would be no health and safety issues affecting the children, staff, or visitors to the School.

Following this discussion, the Governing Body **AGREED** to go ahead with this project.

#### 17/142 **RATIFICATION OF POLICIES**

The following policies had been **RATIFIED** by the relevant committee that term:

**Handwriting Policy**  
**Marking & Assessment**  
**Staff handbook**  
**Teaching & Learning Policy**  
**Whistleblowing**

Governors were reminded that the **Safeguarding Policy** was fully in place. It had been reviewed, updated and ratified that term at the previous Governing Body meeting held on 21 September 2017.

#### 17/143 **SCHOOL IMPROVEMENT PARTNERSHIP**

The School was part of the FAB Partnership, consisting of: Martin, Northside, Foulds, Christ Church, Whitings Hill, Monken Hadley and Woodridge Primary Schools, Underhill School, Grasvenor Infant (also in Partnership 1) and Queen Elizabeth's Boys' School.

Governors noted that a meeting of this Partnership would be taking place soon.

#### 17/144 **TRAINING LINK GOVERNOR'S REPORT**

There was no report as Jasmeet Fyfe, the Training Link Governor, was absent that evening.

#### 17/145 **GOVERNING BODY MEMBERSHIP**

##### **Foundation Governor Vacancies**

The Chairman said that these two vacancies would be ideally filled by people with either a legal background or any appropriate professional qualification. Training was available to help upskill anyone interested in the posts.

All Governors were asked to encourage any suitable person to come forward. The Chairman reminded everyone that Foundation Governors had to be of the Catholic faith. If they were not, it might be possible to appoint a very good candidate as an Associate Member.

In reply to a question, the Chairman replied that, once a Parent Governor came to the end of his or her term of office, they could be re-elected or appointed as a Foundation Governor.

## **Foundation Governor Reappointments**

Father John had sent his completed form to the Diocese and was expected to be reappointed shortly.

### 17/146 **WHAT WAS THE IMPACT ON THE CHILDREN?**

The Deputy Headteacher gave an overview of the impact of the meeting on the children:

- Katie Dawbarn had led the first hour of the meeting. Discussion had centred on:

The attributes of a Governing Body: committed, confident, curious, challenging, collaborative, critical and creative; all of which had a positive impact on the outcomes of the children.

The Governing Body had discussed how the success of the children and staff was celebrated. Everything the Governing Body did was for the benefit of the children.

The excellent SATs results had been considered, and where the children did not achieve as expected, it was noted that case studies were in place.

- Governors had questioned the Headteacher on her report. The progress of the children in the Special Educational Needs & Disabilities (SEND), Free School Meals and Pupil Premium categories had been discussed.
- Rosana Hermosa had reported back on her recent meeting with Miss Hocter, to consider exciting plans for increasing the children's level of activity and for improving PE lessons.
- Sylvia Lehrian, Vice Chairman, had summarised her work that term to maintain the Governing Body's priority of safeguarding the children and staff.
- Peter Moger had given an overview of the next stage in the plans to create a Performing Arts Hub. Governors agreed that this exciting new project would benefit the whole school community.

### 17/147 **ANY OTHER BUSINESS**

#### **LA Request for Additional Class**

The Chairman reminded Governors that the additional class was now in Yr 5.

The LA had asked the School whether it wished to go ahead with plans to take on another one in 2019/20. It was confirmed that the School would have the space available and enough teaching staff for this purpose.

Following a short discussion, it was **AGREED**, in principle, to take an additional class in the academic year 2019/20, if required by the LA.

17/148 **DATES OF NEXT MEETINGS**

The dates of forthcoming Governing Body meetings were **CONFIRMED**:

1<sup>st</sup> spring term meeting: Wednesday 31 January 2018 at 7 pm  
2<sup>nd</sup> spring term meeting: Thursday 15 March 2018 at 7 pm

17/149 **MOTION OF CONFIDENTIALITY**

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

*Ellie Carruthers and Mary Angier left the meeting at this point.*

Signed: *Alessia Errico* (Chairman)

Date: 31 January 2018