

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON WEDNESDAY 8 FEBRUARY 2017

FOUNDATION GOVERNORS

*Dr Alessia Errico (Chairman)
*Father James Fasakin
*Ms Sylvia Lehrian
Father John McKenna
*Mr Peter Moger
3 x vacancies

LA GOVERNOR

*Mr Gordon Fisher

PARENT GOVERNORS

*Mrs Jasmeet Fyfe
Miss Rosana Hermosa
*Mrs Casey Tolaini (Vice Chairman)

STAFF GOVERNORS

*Miss Maureen Kelly (Headteacher)
*Mrs Eleanor Carruthers

*denotes member present

NON-VOTING OBSERVERS

Mrs Mary Ainger (Deputy Headteacher)
Ms Mariella Mansi – Prospective Associate Member
Mr George Winterbourne – Prospective Foundation Governor

In Attendance

Mrs Sheila Bennett (Clerk)

PART I

The meeting opened in prayer.

17/01 WELCOME

The Chairman thanked all Governors for attending the first spring term meeting. She welcomed George Winterbourne, prospective Foundation Governor, to the Governing Body, and introductions were made around the table.

17/02 APPOINTMENT OF ASSOCIATE MEMBER

The Chairman introduced Mariella Mansi, who she wished to appoint as an Associate Member to the Governing Body. Mariella Mansi gave a brief overview of her experience in special educational needs.

Mariella Mansi left the room at this point.

Governors considered the nomination. It was noted that although Associate Members were not able to vote at Governing Body meetings, they could join in discussions and also serve on committees if required.

It was **RESOLVED** that Mariella Mansi be appointed an Associate Member of the Governing Body, with immediate effect, until 7 February 2021.

Mariella Mansi rejoined the meeting.

17/03 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been submitted and were accepted from Father John and Rosana Hermosa, who was unwell.

Apologies had also been received from Francesca Giacon, a prospective Foundation Governor, who was abroad at present.

17/04 **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 interests in the current agenda.

17/05 **PART I MINUTES OF THE MEETING DATED 24 NOVEMBER 2016**

The Part I minutes of the meeting held on 24 November 2016 were **CONFIRMED**, initialled and signed by the Chairman as a fair reflection of that meeting.

17/06 **MATTERS ARISING**

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

16/126 Matters Arising: Annual Register of Business Interests The Clerk undertook to send this form to Father James for completion and retention in the school office.

Action: Clerk

16/126 Matters Arising: Training Link Governors' Report It was confirmed that the Deputy Headteacher had informed Governors of the INSET day on safeguarding.

16/126 Matters Arising: Annual Review of Committee Structure, Membership & Terms of Reference The Chairman confirmed that the terms of reference of the Resources Committee had been completed and circulated to all Governors by email.

16/126 Matters Arising: Education & Skills Director's Autumn Term 2016 Report: Information to be published on Edubase Following Governors' concerns about the provision of this information online, Jasmeet Fyfe was thanked for producing a list of the essential information required. Governors were asked to complete this form and return it to her after the meeting. It was noted that the School's email address could be given rather than personal ones, apart from that of the Chairman.

Action: All Governors

17/07 **REPORT OF THE HEADTEACHER**

The Headteacher's report had been emailed to all Governors prior to the meeting.



Autumn 2016 Progress & Attainment for All Classes & Groups

Governors noted this detailed information in the report, which had been considered in depth by the Learning & Achievement Committee. The data was followed by the actions in place to address the identified needs of each class.

A Governor wanted more information on the No Nonsense Spelling scheme. The Headteacher was pleased to say that this new initiative had helped make the teaching of spelling a much more positive experience for the children. The focus of the School Improvement Plan (SIP) for this academic year was to improve all areas of Literacy. This scheme would ensure that the children's spelling ability did not have a detrimental effect on their written work.

The Deputy Headteacher outlined the scheme that was used from Yr 2 to Yr 6, preferably for 10 – 15 minutes every day, and at least three times a week. Each day different approaches to spelling were used, such as the pattern of the word or its context in the sentence. The children took part in fun activities based on the words to be learned. The words were displayed in the classrooms and the emphasis was on encouraging the children to use them in their writing.

When questioned about the School's Literacy attainment compared with other schools, the Headteacher reminded Governors that RAISEonline gave comparisons with schools nationally. The School was above national averages in Spelling, Punctuation & Grammar (SPAG) and Maths. At Key Stage 2, Writing and Reading were below national averages, and at Key Stage 1, Reading was below national averages. Attainment in the Phonics Test in Yr 1 had dipped by 15% compared with the previous year's cohort. The Headteacher explained that these results had prompted the focus for this academic year on all areas of the English language.

Governors were aware that a moderation issue had led to Barnet schools performing less well than those in other boroughs in 2015/16. An investigation by the local authority (LA) had highlighted that the children's work had been moderated too harshly. Governors heard that the same guidelines would be used by moderators for this academic year. It was expected that other boroughs would increase their vigilance.

School Roll

The Chairman asked if there were still children on the waiting list for admission to the School. The Headteacher replied that there were a few gaps that were gradually being filled. Governors heard that some families wanted more than one child to be admitted to the School, and this caused a hold up in admission. Families were still being shown around the School. In response to a question from the Chairman, the Headteacher confirmed that the funding for the School was decided on school census day in October each year.

Behaviour & Safety

Governors noted the information on multi-agency referrals in the Headteacher's report. There were five looked-after children (LAC) or children in care (CIC) in the School at the present time.



In response to a question from the Chairman about the bullying incident, the Headteacher explained that this had arisen from a safeguarding issue. She was pleased to say that this had now been dealt with.

A new Behaviour Policy had been introduced at the beginning of the spring term. All teachers were now using this new three-tier system, which was displayed in every classroom. Governors were pleased to hear that the new policy was seen by the children as being fair. It consisted of the children being put on a reminder if there was a behaviour issue, followed by a warning, and lastly time out. This new system would be overseen by the Inclusion Leader to check if there were any trends.

The Headteacher spoke about speech and language therapy being trialled in Reception. The purpose of this was to address any difficulties early, so that the children's phonics learning would improve. When questioned about whether all children in the English as an Additional Language (EAL) category should have this provision, the Headteacher replied that speech and language therapy would not necessarily be of benefit to every child with EAL.

Special Educational Needs & Disabilities (SEND) and Inclusion

An update on this area of the School had been given in the report by Laura Matteoni, the Inclusion Leader

A new Intimate Care Policy was being produced which would give guidance to staff. Sylvia Lehrian, the Governor with responsibility for Safeguarding, would check this policy before it was considered by the Governing Body for ratification.

17/08 SCHOOL IMPROVEMENT PLAN (SIP) & SELF EVALUATION FORM

The SIP had been emailed to all Governors prior to the meeting. They were aware that this was a working document that was updated on a regular basis. The Learning & Achievement Committee monitored this RAG (red, amber, green) rated document at every meeting. The Headteacher was pleased to report that progress had been made in every milestone, and that the targets were on track to be achieved by the end of the academic year.

Following a discussion, it was decided that this document would not be added to the School's website. This would not be helpful as it was being constantly updated, and to do so was not a statutory duty.

The Headteacher undertook to amend the SIP after half term and email the updated version to all Governors.

Action: Headteacher

The Headteacher had emailed the SEF to all Governors earlier in the term. They were reminded that, at present, the judgement of the School was good. This had been verified by the Learning Network Inspector (LNI). The Headteacher explained that the School was going through a period of transition, as many experienced staff had left or retired recently. Teachers new to teaching were now in place and this natural cycle had had an effect on the School's classification.



17/09 **PUPIL PREMIUM**

Casey Tolaini, the Governor with responsibility for Pupil Premium, had met Laura Matteoni, the Inclusion Leader, recently. They had discussed changes to this category of children since their last meeting.

Governors heard about the new Provision Map that tracked the interventions in place to improve the children's progress. Casey Tolaini said that the emphasis was on ensuring that each intervention was making the impact for which it was designed.

In response to a Governor's question, it was noted that 70 children were in the Pupil Premium category. This was in line with national averages.

The Chairman spoke about the need to fully detail the impact and cost of interventions for Pupil Premium on the School's website. Casey Tolaini confirmed that this funding and each intervention in place were tracked and monitored. She would look into providing more information for parents on the website.

Action: Casey Tolaini

17/10 **SPORTS PREMIUM**

Rosana Hermosa, who was absent that evening, had been given the responsibility for Sports Premium at the Catholic Life meeting held on 2 December 2016. She had since met the PE subject leader on 13 January 2017 and had produced a report. The Deputy Headteacher tabled this for Governors' information. This report detailed the expectations and the impact of the funding. An action plan was being produced, the purpose of which would be to reach out to the children to encourage them to participate in exercise of all kinds and give them opportunities to move.

A discussion took place on the national problem that an increasing proportion of this generation of children was overweight and were doing too little exercise. The need for schools to help families combat this trend was accepted, and initiatives in other schools were considered. The Staff Governor said that the children in Reception did eight laps of the playground. Older children often did a two-mile run in PE lessons. Governors were pleased to hear this, as well as the children's enjoyment when taking part in recent football and gymnastic competitions.

A Governor was concerned that Sports Premium funding, at £10,000 might not be enough to make a difference. The Headteacher said that this grant had been very beneficial. More children were competing and taking part in exercise this year than last year, and the provision of a sports teacher for PE had been a great improvement. The children were trying out different sports and activities in these lessons to see what really interested them. They now had opportunities to play games such as hockey and basketball.

A Governor wanted to know why the Sports Premium came under the remit of the Catholic Life Committee, rather than Learning & Achievement. The Deputy Headteacher explained that the aim of this funding was to improve the children's health and well-being. It was not part of the subject of PE.

17/11 **EVALUATION OF GOVERNORS' REMIT**

The Chairman said that the Governing Body was in the process of evaluating its effectiveness by completion of the Effective Governance checklist.

Action: Chairman

Jasmeet Fyfe, the Training Link Governor, was currently updating the Governors' skills audit. It would be sent out to all Governors soon, for completion.

Action: Jasmeet Fyfe/All Governors

17/12 **SAFEGUARDING, E-SAFETY & DATA PROTECTION**

Sylvia Lehrian, Governor with responsibility for Safeguarding, reported that her communication with the Headteacher on safeguarding issues continued to be very good. When necessary she had attended meetings with parents. Governors were pleased to hear that all issues that term had been satisfactorily resolved, with the parents being very understanding and accommodating.

Sylvia Lehrian's next task would be to check the personnel records with the Headteacher, as part of her monitoring role.

An E-safety Day had taken place on 9 February 2017, reinforced in assembly and discrete lessons for the children. Sylvia Lehrian would attend Safer Recruitment training and Safeguarding (old Level 3) in March 2017 with the Headteacher.

17/13 **UNIFIED REWARD**

Sylvia Lehrian gave an overview of this project, which the LA was introducing into all maintained schools. This would affect the pay and conditions of support staff. Faith schools that wished to adopt these new terms of pay and conditions would receive support from the LA. Governors noted that the unions had been consulted and were in agreement with the Unified Reward project.

The Chairman explained that the reason for the change was that there were many different scales of pay for support staff across schools in the borough. Furthermore, some teaching assistants were on 38 weeks' a year contracts while others were employed for 52 weeks' per year. Changes had been made to create one pay scale for each type of job that would result in a fairer system. This project had been discussed with staff and there had been a consultation period that had ended that day. Governors heard that there had been nine responses out of 38; five of which had been positive and four less so. The pay of support staff adversely affected would be protected until 31 March 2018. Governors could undertake a review at that time to consider extending salary protection until 31 March 2019.

A vote was taken and it was **AGREED** unanimously that the School should introduce the Unified Reward project.

In response to a query as to the next steps, Governors were informed that HR would be told of this decision and staff affected would be informed by letter on how the changes would affect them.

Catholic Life

The minutes of the meeting held on 2 December 2016 had been emailed to Governors prior to the meeting and were tabled. The Deputy Headteacher gave an overview of these minutes.

- SIP targets and key areas of improvement had been considered.
- An overview of the Behaviour Policy had been given, and it was decided that the implementation of this would be the focus of the committee's next learning walk.
- A staff request for a policy on managing challenging behaviour from parents or visitors would be produced.
- The updated Code of Conduct for everyone in the building was considered.
- The Safeguarding & Child Protection Policy was recommended for ratification. The Deputy Headteacher highlighted the need to check this policy very regularly to ensure it was kept completely up to date.
- Rosana Hermosa had been given the responsibility for Sports Premium.

The minutes of the meeting dated 27 January 2017 had been emailed to all Governors and were tabled. Arising from the minutes:

Learning Walk Father James spoke about the learning walk that had focused on behaviour. The committee had also had a meeting with the School Council. They were pleased to hear from the children that the new Behaviour Policy was thought to be fair and that the children understood the three steps. The committee had visited all the classrooms during the learning walk. They had been very impressed with the standard of behaviour. The children had been enthusiastic and had answered questions from Governors with confidence.

School Council The Deputy Headteacher said that the School Council wished to question Father James about his role. This would be arranged. The Chairman would also discuss with the Headteacher further arrangements for the School Council and the Steering Group to meet Governors.

Action: Chairman/Headteacher

Behaviour Policy The Staff Governor spoke about her experience of the effect of the new Behaviour Policy on the children. She reiterated that they thought it very fair, and were visibly proud when they were praised by their teachers. The Headteacher said that many people had been involved in the creation of the new Behaviour Policy, including the School Improvement Partnership and, of course, the children. The Parent Governors were asked about the parents' response to this new policy, which had been explained in the newsletter. Governors heard



that, initially, some parents had been worried about the ending of Golden Time. They now realised that the teachers were finding times during the school day to stop and celebrate what the children were doing. Giving immediate praise was much more effective and rewarding to the children than the Golden Time concept.

Learning & Achievement

The minutes of the meeting held on 30 January 2017 had been emailed to all Governors. Casey Tolaini gave an overview:

2015/16 Data A full analysis of the autumn term data, including the children's achievement in the Pupil Premium, SEND and EAL categories, had been considered in detail. Governors noted that Pupil Tracker had been replaced by routeMAP, an online tool that enabled in-year progress to be tracked much more accurately. Children in the disadvantaged categories would be the focus for the coming academic year, as they were the most at risk of not meeting their Age Related Expectations (ARE). Governors also heard there would be an emphasis on the middle learners to ensure that they made accelerated progress and were not coasting.

SIP The SIP had been discussed. The teaching and learning of English, particularly reading and writing, particularly writing for boys, disadvantaged and middle learners, would be a priority for this academic year.

Monitoring & Tracking Casey Tolaini gave Governors an overview of the monitoring and tracking systems in place. Other monitoring methods included lesson observation; learning walks; book scrutiny; target setting meetings; pupil progress meetings; data analysis; behaviour logs and appraisal targets.

A Governor asked for further information on monitoring teaching and learning in relation to staff. The Headteacher said that there were three formal lesson observations a year conducted by the Senior Leadership Team (SLT) and these were linked to the teachers' appraisals. The teachers met their reviewer at the mid and final year reviews to discuss progress; the result of which were related to their pay. It was confirmed that reviewers were other members of the teaching staff. Governors were pleased to hear that the lesson observations and review process was handled in a supportive way to assist staff in their professional development.

In response to a Governor's question about whether teaching assistants' work in the School was assessed, the Headteacher replied that teaching assistant were reviewed by the Inclusion Leader, with the higher-level teaching assistants (HLTAs) being reviewed by the Deputy Headteacher. In reply to a further query, it was confirmed that there were 38 members of the support staff, although these were not all teaching assistants. The Headteacher added that it was good practice that everyone working with the children had an appraisal, and she was pleased to say that the staff embraced it.

Assessment and Feedback Policy This policy had been **RATIFIED**.

Future Learning Walk This would be in 3 March 2017 with a focus on Writing across the School.



Changes to Reporting to Parents The Headteacher spoke about the end of term reports, which would move to the spring. This would give time for any targets or recommendations to be worked on and achieved by the end of the summer term. These reports would replace parent consultations. The Headteacher emphasised that if a parent wanted to discuss the report with class teachers they could request a meeting in the usual way.

The benefits of this new system would be explained to parents. The strengths and areas of development to work on for each child would be discussed with parents and their children, to help them achieve their targets by the end of the academic year. It was felt that this approach would also be of help to parents when supporting children with their homework. At the end of the year parents would be given a one-page report on whether or not their child had achieved their targets.

Open Evenings would be held for parents so that they could look at the standard of work in the books in their child's class and those across the School.

The Headteacher confirmed that all this information would be put in the newsletter.

Action: Headteacher

Resources/Premises

The minutes of the meeting held on 25 January 2017 had been emailed to Governors and were tabled. Peter Moger gave an overview of the meeting:

School Budget The budget had been considered and was in a healthy position at present, with a contingency of £71,000. The Year End Forecast had been considered. Governors noted that a new accountant had been appointed and the School's accounts would be rationalised.

Gift Aid The committee had employed someone to sort out the backlog of gift aid, and following training, the committee would now be able to deal with this in future.

Debt Update Staff were thanked for working hard to reduce parental debt. The new system of paying upfront was working well.

LCVAP Update This Diocese funding was necessary to enable large projects to be carried out. Some work would be done at half term on playground resurfacing. A new bid had been put forward to improve the heating system, as the water was not hot enough in some parts of the School.

Cleaning Contract This contract would be going out to tender to try to get an improved service.

Arts Hub Peter Moger reported on a recent meeting with the Diocese. A survey of the school would be necessary before funding was granted to ensure that it was in good shape. Governors wanted to move forward on the Arts Hub project and were disappointed that it would be delayed, especially as the PTA had so generously raised money for it. Governors were pleased that the children could be involved in the project at every level, even visiting the factory where the new building would be made.



Premises Review

This review that had taken place on 31 January 2017 had been emailed to Governors and was tabled. Governors noted the contents.

17/15 RATIFICATION OF POLICIES

Admissions

Admissions Policy 2018/19 Gordon Fisher said that the consultation period for the Admissions Policy 2018/19 ended on 27 January 2017. One objection had been received and, after consideration, had been discounted. An overview of this policy was given, and it was noted it would be reviewed every two years. A vote was taken, and it was **AGREED** that the Admissions Policy 2018/19 be **RATIFIED**.

Safeguarding & Child Protection

It was confirmed that this policy had been updated in accordance with legislation. It had been **RATIFIED** by email on 28 November 2016.

17/16 SCHOOL IMPROVEMENT PARTNERSHIP

The Headteacher had provided an update on the Partnership in her report.

17/17 EDUCATION & SKILLS DIRECTOR'S SPRING TERM 2017 REPORT

This document had been emailed to all Governors prior to the meeting. Arising from the report:

1. Family Friendly Barnet and Resilience

The item outlined how schools could help promote and deliver the LA's strategy to develop resilience in parents to family difficulties and poverty.

2. Governance Self-evaluation Tool

This matter had been discussed earlier under item 17/11.

3. School Attendance: Update for Governing Bodies

An update on attendance within the borough was given, together with information on effective strategies to improve attendance.

4. Progress Report on Barnet with Cambridge Education Partnership

A progress report on the LA's partnership with Cambridge Education was outlined within the report.

5. Barnet with Cambridge Education: Update on Governing Body Clerking

The item outlined the LA's new Governing Body Clerking Service offer to schools.

6. Update on School Funding

Following the Government's announcement of a number of proposed changes to school funding, the item provided Governors with brief updates on the Barnet school budgets for coming years and the Education Services Grant.



7. Early Years Update: 30 Hours' Childcare

Currently, all 3 and 4 year olds were entitled to 15 hours' free Early Education. From September 2017, eligible children would be entitled to an additional 15 hours. The new entitlement to 30 hours' free childcare was intended to support families where both parents were working (or the sole parent was working in a lone parent family) and both parents earned a weekly minimum equivalent to 16 hours at national minimum wage. Parents must earn less than £100,000 to be eligible. While schools were not obliged to offer the 30 hours' provision, they were encouraged to do so.

8. Governor Information to be published on Edubase

Schools were reminded that, under section 538 of the Education Act 1996, maintained schools were under duty to provide the information required on Edubase from September 2016 and keep it up-to-date as governors changed.

Schools were advised to create a log in for the Edubase site and begin uploading governors' details. More information was available at:

<https://www.gov.uk/government/news/national-database-of-governors>

9. OfSTED Annual Review: Governance Overview

The information was noted. Sir Michael Wilshaw's replacement as Her Majesty's Chief Inspector of Schools was Amanda Spielman. The full report was available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/574186/Ofsted_annual_report_education_and_skills_201516_web-ready.pdf.

10. Improving Governance: Governance Arrangements in Complex and Challenging Circumstances

This new Ofsted report described what inspectors had discovered from examining 24 improving primary, secondary and special schools, situated in some of the poorest areas of the country. The report's key findings were outlined.

11. Governance Handbook Update

Governors noted that the new Governance Handbook, produced by the Department for Education (DfE) explained the roles and functions of governing bodies. The handbook was available at <https://www.gov.uk/government/publications/governance-handbook>.

Jasmeet Fyfe, the Training Link Governor, reminded all Governors of the importance of reading this new handbook. She highlighted that the competency framework for Governors had been updated to ensure experience and skills on committees.

Action: All Governors

17/18 TRAINING LINK GOVERNOR'S REPORT

Jasmeet Fyfe, the Training Link Governor, reminded everyone to inform her of any training undertaken as she was keeping a record. This included relevant training they might undertake in their own workplace.

Governors heard that a new website had been created to help governing bodies find governors with particular skills.

Governors also heard that schools were being asked to keep an attendance record of governors' attendance at both governing body and committee meetings.



The Headteacher and Chairman would look into how other schools were dealing with this matter.

Action: Headteacher/Chairman

Training information could now be accessed online via the following link:
<https://www.barnet.gov.uk/wwwc-home/information-for-schools/school-governors/governor-development-programme.html>. Any Governor wishing to join a course should email George Peradigou at: george.peradigou@barnet.gov.uk

Diocese training was available at the following link:
<http://schools.london.anglican.org/42/governor-courses>

17/19 **GOVERNING BODY MEMBERSHIP**

LA Governor Reappointment

It was confirmed that Gordon Fisher had been reappointed by the LA General Functions Committee as an LA Governor until 13 January 2021.

17/20 **ANY OTHER BUSINESS**

Governors' Website Reports

The Chairman had prepared a report on the work of the Governing Body for the website. This would be a regular update to parents on the work done by Governors.

17/21 **WHAT WAS THE IMPACT ON THE CHILDREN?**

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

- Safeguarding and e-safety had been a focus of the meeting. The Safeguarding & Child Protection Policy had been ratified. All staff had been trained. Governors would renew training in September 2017; three members of the Governing Body had already received this. The Safeguarding Governor and Headteacher worked within clear lines of communication on these issues. An E-safety Day had taken place that term.
- The Behaviour Policy had been ratified and implemented. The children felt it was fair and were very proud when their behaviour and work was celebrated under this new system.
- The SIP was in place and progress was being made on all priorities.
- The No Nonsense Spelling Scheme had been introduced from Yr 2 – Yr 6 and was very much enjoyed by the children.
- The appraisal cycle was in place and English-based observations would begin after half term to ensure the quality of the children's teaching. The learning walk in March 2017 on Writing would give the children as opportunity to show Governors their work.



- The new reports would go out in the spring. They would give parents, children and staff opportunities to work together to reach the children's targets.
- Father James thanked the children, parents and staff for the excellent services held at Mary Immaculate & St Peter's Church at Christmas.
- Premises issues had been discussed to improve the environment for the children, including plans for the Arts Hub.

17/22 **DATES OF NEXT GOVERNING BODY MEETINGS**

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

2nd Spring Term Meeting: Thursday 16 March 2017 at 7 pm
(Please note changed date)

1st Summer Term Meeting: Thursday 27 April 2017 at 7 pm
 2nd Summer Term Meeting: Tuesday 11 July 2017 at 7 pm

17/23 **MOTION OF CONFIDENTIALITY**

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

The Deputy Headteacher and Ellie Carruthers left the meeting at this point.