

**GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 16 MARCH 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)  
Mrs Francesca Giacon – Prospective Foundation Governor  
Mr George Winterbourne – Prospective Foundation Governor

**In Attendance**

Mrs Sheila Bennett (Clerk)

**PART I**

The meeting opened in prayer.

**17/28 WELCOME**

The Chairman thanked all Governors for attending the second spring term meeting. She gave a warm welcome to Francesca Giacon, prospective Foundation Governor, who was attending her first Governing Body meeting as a non-voting observer.

**17/29 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been submitted and were accepted from Father John, Eleanor Carruthers and Jasmeet Fyfe, who was absent because of unexpected work commitments that evening.

Apologies had also been received from Mariella Mansi, Associate Member.

**17/30 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.

17/31 **PART I MINUTES OF THE MEETING DATED 8 FEBRUARY 2017**

The Part I minutes of the first spring term meeting, held on 8 February 2017 were **CONFIRMED**, initialled and signed by the Chairman as a fair reflection of that meeting.

17/32 **MATTERS ARISING**

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

*17/06 Matters Arising: Annual Register of Business Interests* Father James confirmed that he had completed and returned this form to the school office directly after the last meeting.

*17/06 Matters Arising: Information to be published on Edubase* The Headteacher confirmed that, having received the required information from Governors after the last meeting, Edubase had now been updated.

*17/08 School Improvement Plan (SIP) & Self Evaluation Form* The Headteacher had updated the SIP, and this would be sent out to all Governors shortly.

*Action: Headteacher*

*17/09 Pupil Premium* Casey Tolaini, the Governor with responsibility for Pupil Premium, was thanked for checking that the School's website was fully up to date with the required Pupil Premium information.

*17/14 Reports of Committees: Catholic Life: School Council* The Headteacher highlighted that Governors would have opportunities to talk to the children and the School Council after their learning walks.

*17/14 Reports of Committees: Catholic Life: Learning & Achievement* The Headteacher confirmed that an explanation of the new system for reporting to parents, and information on Open Evenings, had been given to parents in the newsletter.

*17/17 Education & Skills Director's Spring term 2017 Report: Governance Handbook Update* The Chairman wished to encourage those Governors who had not already done so to look at the updated handbook on the following link. The handbook made governors' roles and responsibilities very clear.

<https://www.gov.uk/government/publications/governance-handbook>

*Action: All Governors*

*17/18 Training Link Governors' Report* The Headteacher confirmed that she was in the process of placing all the statutory Governor information on the School's website.

*Action: Headteacher*



17/33 **REPORT OF THE HEADTEACHER**

The Headteacher had no further updates, following her comprehensive report to Governors at the Governing Body meeting held on 8 February 2017.

17/34 **RATIFICATION OF THE SCHOOL BUDGET 2017/18**

Peter Moger, Chair of the Finance Committee, gave an overview of its meeting on 13 March 2017, during which the first draft of the School's budget for 2017/18 had been considered in depth by members of the committee.

The School budget 2017/18, which had been recommended for ratification by the Finance Committee, was tabled for Governors' information.

Governors heard that the carry forward was expected to be £70,000. The final figure would not be apparent until the end of April 2017. Governors would be kept informed.

Peter Moger highlighted that expenditure for the next financial year was projected to be £28,000 greater than the expected income. It was noted that, with the carry forward of at least £70,000 it would be possible to set a tight but balanced budget for the next financial year, 2018/19.

Following the recommendation of the Finance Committee and further scrutiny of the budget by Governors, the School's budget for 2017/18 was **RATIFIED**.

17/35 **PUPIL PREMIUM**

Casey Tolaini, the Governor with responsibility for Pupil Premium, had met Laura Matteoni, the Inclusion Leader to challenge her on her record-keeping. Casey Tolaini had looked through anonymised information on the variety of interventions, resources and support that were funded by Pupil Premium, to ensure they were cost effective and had the desired impact on the progress of the children in this category.

Casey Tolaini had checked that the new Intimate Care Policy had been shared with staff across the School. She had also checked the Behaviour Tracker to see how this worked in classrooms.

The Headteacher thanked Casey Tolaini for her meticulous monitoring of this area of the School. She explained the importance of focusing on children in the Pupil Premium category to try to narrow the gap between them and their peers. When questioned, she said that 70 children were in this category out of a total of 500 children. This figure was in line with national expectations.

Governors discussed the need for effective interventions to be in place to ensure that the money was not wasted. They wanted to know if there were likely to be changes in delivering this funding to schools. The Headteacher replied that, at present, Pupil Premium funding was included in the School's budget. It was based on the number of children in the Free School Meals (FSM) category. This information came from the census taken in January each year. She highlighted that, when the money was received by schools, it coincided with the Yr 6 secondary transfer.



In reply to a further question, the Headteacher explained that a child would continue to benefit from Pupil Premium funding if they had been in this category at any time in the last six years.

Casey Tolaini had also looked at Tapestry, an online tool for parents that helped to track, record and celebrate the children's progress in the Early Years. Pictures of the children playing and working were uploaded for parents to access, and they could add a comment if they wished. Tapestry was a sharing opportunity for parents, keeping them involved with their children and their education. It was confirmed that it wasn't possible to download or save the information from Tapestry onto another device.

A Governor wanted to know whether Tapestry was popular with parents. The Deputy Headteacher said that only three families did not access this. She added that the Inclusion Leader was following this up.

#### 17/36 **SPORTS PREMIUM**

The Chairman thanked Rosana Hermosa for producing a very comprehensive report on Sports Premium that was looked at in detail during the first spring term Governing Body meeting. The Chairman said that Sports Premium would be added to the agenda that evening and would be a standing item on the agenda.

*Action: Clerk*

Rosana Hermosa spoke about a recent meeting with Natasha Mirza, the specialist PE subject leader. They had had a full discussion on all aspects of Sports Premium spending and the impact on the children's well-being.

Natasha Mirza had produced an action plan. She was now focusing on encouraging parents, through workshops, to help their children embrace a more active life style at home. Parental sessions were planned to show parents ways to achieve this. Information on how to make the children's packed lunches healthier, in conjunction with the Change 4 Life initiative, would also be highlighted. A Governor suggested that a representative from Change 4 Life might come into the School to give parents and children a presentation. The Headteacher said that this was a good idea that she would investigate further.

*Action: Headteacher*

The teaching staff were being trained to plan their lessons so that the children had opportunities to move more during the day. The 5 a Day TV programme was watched in the class three times a week.

Governors heard that all these initiatives were being evaluated to ensure effectiveness.

The Chairman said that having a specialist PE teacher in the School had kept the children much more interested as there was continuity of progression. Rosana Hermosa spoke about the children's enthusiasm for entering competitions and tournaments. Their recent successes competing against other schools in gymnastics, football and netball were celebrated by the Governors.



Next term Rosana Hermosa would be accompanying the Headteacher on a learning walk for PE to learn how the Headteacher monitored the teaching and learning in PE. The Headteacher will also show her how PE planning was monitored.

The Deputy Headteacher gave more information on PE lesson planning. She said that teachers talked about the aim of the lesson with the children beforehand. Natasha Mirza would be training the staff and encouraging them to deliver these PE lessons themselves.

A Governor wanted to know how staff motivated less active children. The Deputy Headteacher replied that there were many ingredients that raised the profile of PE. Natasha Mirza targeted hard-to-reach children and encouraged them to join in. She concentrated on the children who did not think they were good at sport. It was important to give them support and confidence, so that they enjoyed the activity and began to be successful at it. Governors heard that the least able children were paired with those who were more able. She added that belonging to a House had had a very positive impact on competition within the School. The children wore the tee shirt of their House and worked as a team to try to succeed at an activity. The Deputy Headteacher was very pleased to say that the children had a healthy attitude to competitions.

The Headteacher said that the School had achieved the Silver Healthy School Award last year. It was hoped that the Gold Award would be attained this year. The overall aim was to achieve a more active life style for the greatest number of children.

#### 17/37 **EVALUATION OF GOVERNORS' REMIT**

The Chairman said that Jasmeet Fyfe, the Training Link Governor, was in the process of completing the Effective Governance Checklist and would circulate it to all Governors for their comments and further suggestions shortly

*Action: Jasmeet Fyfe/All Governors*

Jasmeet Fyfe was also thanked for her work in updating the Governors' skills audit. This would be sent out soon to all Governors to complete and return to her. The Chairman said that once this was in place, it would be possible to identify the necessary skills and experience of the person needed to fill the last Foundation Governor vacancy.

*Action: Jasmeet Fyfe/All Governors*

#### 17/38 **SAFEGUARDING, E-SAFETY & DATA PROTECTION**

Sylvia Lehrian, Governor with responsibility for Safeguarding, had continued her meetings with the Headteacher during this term. They had attended the all-day course on Safer Recruitment training. Sylvia Lehrian was very pleased to say that, after the tightening up of a few minor issues, the School was compliant with the recommendations from this training. She and the Headteacher would both be attending the Level 3 Safeguarding training the following week.

Sylvia Lehrian had met the Headteacher to scrutinise the personnel files to ensure that everything was as it should be. She explained how she made spot checks to confirm that the contents of the files were correct. Governors were pleased to



hear that the personnel files were expected to be completely up to date by the end of this academic year. This exercise had taken a little while because some files were kept with the local authority (LA) and some at the school. As much information as possible had been accumulated, and all references and certificates were being checked to make sure everything was in order.

Sylvia Lehrian had also checked that the Critical Incidents Plan was up to date. On her next visit she would check that the First Aid and Fire Drill Logs were properly in place, together with the Pupil Incident Logs and the Single Central Record.

Sylvia Lehrian wanted to thank Kim McKenzie, the Business Manager, for her assistance throughout this checking procedure and for her diligence in ensuring that the children and staff in the School were being safeguarded as well as possible.

## 17/39 **REPORTS OF COMMITTEES**

### **Catholic Life**

A meeting of this committee had taken place on 3 March 2017, for which minutes were not yet available. Rosana Hermosa gave an overview of this meeting:

- The Class Masses were being well attended by parents. There had recently been the Leavers' Mass, a Key Stage 1 Prayer Service, and the Lenten Promises that had been made by each class. Governors were aware that there were Prayer Stations around the School to give the children an opportunity to reflect on Lent.
- Governors were pleased to hear that Father John's meditation sessions continued with the children and some parents on Wednesdays.
- Discussion had taken place on the possibility of the School providing a Prayer Room. This suggestion was reliant on finding suitable space.

Governors heard that a central issue for discussion by this committee had been the School's vision and values. It was suggested that the mission statement could be more visible, and might benefit from being altered to make it more succinct and memorable. The Headteacher explained that many stakeholders of the School were involved in forming the mission statement. Any changes would have to be discussed with all of them, and would take quite a time to implement. She added that this statement encapsulated the aims of the School, and was a decision for the school leaders.

Rosana Hermosa said that the committee had viewed the displays around the School, which were very attractive.

The next meeting of the Catholic Life committee would be held on 5 May 2017.



Following this overview, a Governor made the suggestion that there might be reflection on changing the name of the Catholic Life Committee, to incorporate its pastoral and safeguarding role, as well as the catholicity of the School.

Governors had a full discussion on this matter. It was generally accepted that although this committee had a wide remit, including: the safeguarding and pastoral care of the children; introducing them to other faiths; and the children's connections with the local and the world-wide community; these roles were adequately described in the committee's terms of reference and were part of the Catholic nature of the School.

## **Learning & Achievement**

Casey Tolaini reported on the learning walk she had undertaken on 3 March 2017 with a focus on Writing across the School. She had met the Deputy Headteacher and Lisa Aldridge for a tour of every classroom. Casey Tolaini reminded all Governors that one of the priorities in the SIP was to improve the children's writing. A report on this learning walk had been emailed to all Governors.

The committee had looked at what worked well. This included strong engagement by the children who were enjoying writing throughout the Key Stages. Governors were very pleased to hear that the children showed enthusiasm to write and were enjoying their learning.

Topics and activities designed to encourage boys to write, and to close the gap between pupils in different categories and their peers, were observed. Casey Tolaini was able to see how scaffolding and modelling helped the children plan and draft their writing, and how their stamina improved as they edited their work to produce a final piece of writing. Casey Tolaini said that the displays in the classrooms were very impressive. She also commented favourably on the high standard of handwriting achieved by the children by Key Stage 2.

Governors heard that the No Nonsense Spelling initiative was working well. Words were displayed around the classroom as prompts for the children. There were regular spelling tests. Casey Tolaini spoke about the high level of challenge and the clear steps to success for the children.

Casey Tolaini reported that it would be even better if every classroom had areas to give the children further opportunities for writing. Governors also heard that the teaching and support staff had to work hard to balance class participation to ensure inclusion for children in the SEND category.

Governors were very concerned that, as the learning walks took place during the day, it was not possible for many Governors in full-time employment to get involved. They wanted staff to know that their efforts to show the Governing Body how the strategic vision of the School was being delivered were very much appreciated.

A full discussion ensued. The Chairman said that, at the first summer term meeting when the committee structure was routinely reviewed, the composition of each committee would be considered carefully to make sure they were as effective as possible.



The Chairman wished to thank all members of staff, on behalf of the Governing Body, for making great efforts to show Governors how they were progressing the children's learning, and how this was tracked and recorded. She emphasised the importance of Governors being able to see the outcome of their policies and strategic overview working in practice across the School.

In the meantime, it was decided that all Governors should be informed of dates of future learning walks by email to maximize the number of Governors attending.

Francesca Giacon was thanked for joining the Learning & Achievement Committee.

### **Resources/Premises**

Peter Moger reported on the meeting held on 13 March 2017, which had been discussed earlier under item 17/34. The focus had been on the review of spending over the past financial year and the School's budget for 2017/18. Peter Moger said that the Headteacher had been challenged where money had not been spent. He was pleased to confirm that the correct decisions had been made in each of these cases.

The School's budget for the next financial year had been scrutinised line by line. Staffing costs were, as usual, the biggest expenditure. The Headteacher informed Governors that a decision had been made to recruit a teacher to the Nursery from 1 September 2017. This teacher would support smaller groups of children in Key Stage 1 that had not achieved national expectations in Reading the previous year. Governors were aware that a number of children with Statements of Educational Needs or Educational Health Care Plans (EHCP) were supported by teaching assistants. The Headteacher explained that although some children's needs were not severe enough to warrant a statement, they would benefit from further support. The purpose of appointing this teacher was to progress the learning of the children in this group to help improve their attainment.

Governors noted that the post of an experienced teacher (2 TLR 2b) to act as English Leader in Key Stage 1 would be advertised.

The Headteacher reminded everyone that staff had until 31 May 2017 to give notice. It was hoped that there would be no resignations, especially due to the great shortage of teachers at the present time.

The Headteacher said that the budget provided for a full complement of staff and the Senior Leadership Team (SLT). Governors heard that the School had the largest number of staff ever to meet the needs of all the children. She was confident that everything was covered to support the School's requirements.

### **17/40 PTA & ARTS/MUSIC HUB FUNDING**

This item had been added to the agenda. The Headteacher was in the process of clarifying the exact amount of money raised by parents to help fund the Arts/Music Hub from the PTA Chairman. She understood that this was in the region of £70,000. A meeting with herself, the PTA Chairman and Mary Ainger would take place the following Monday to discuss this. Governors were aware of the need to



communicate with parents on the progress of the Arts/Music Hub as quickly as possible.

When questioned about the spending of parental donations, the Headteacher said that the PTA paid for Yr 6 leavers' Bibles, as well as supporting the children's learning in other ways and improving the School's environment.

Peter Moger gave new Governors background information on this matter. He had investigated that the cost of installing a building for this project would be in the region of £200,000. The Diocese had been informed. However, before they would grant a loan to match the School's funding, they wanted to ensure that the School was in good order. The Diocesan surveyor had therefore been commissioned to report on the state of the School and premises. The Headteacher said that this process was continuing. The electrical survey had been completed. It was hoped that the Diocese would grant the School a loan for £100,000 on satisfactory completion of the survey.

Governors suggested that the Chairman of the PTA should give a presentation to the Governing Body about the way forward for the PTA. The Headteacher undertook to make this suggestion at her meeting.

*Action: Headteacher*

17/41 **RATIFICATION OF POLICIES**

There were no policies to ratify at present.

17/42 **SCHOOL IMPROVEMENT PARTNERSHIP**

The Headteacher had provided a full update on the Partnership at the first spring term meeting.

17/43 **TRAINING LINK GOVERNOR'S REPORT**

Jasmeet Fyfe, the Training Link Governor, was absent that evening.

The Headteacher said that she was arranging whole-Governing Body training on interpreting RAISEonline data and Ofsted with the Learning Network Inspector (LNI). The Chairman would email all Governors with suggested dates for this as soon as possible.

*Action: Chairman*

17/44 **GOVERNING BODY MEMBERSHIP**

**Foundation Governor Vacancies**

Governors were very pleased that George Winterbourne and Francesca Giacon had now been recognised by the Diocese as non-voting observers prior to being fully appointed as Foundation Governors.

The Chairman said that this would leave one Foundation Governor vacancy. It had been decided to leave this post unfilled for the time being, pending the outcome of the Governors' skills audit.



## Foundation Governor Reappointment

Peter Moger's term of office would end on 31 August 2017. Governors were very pleased to hear that he would be happy to continue for a further term after that date. He was thanked by the Chairman for his work on the Finance Committee.

The Clerk undertook to follow up his reappointment with the Diocese.

*Action: Clerk*

### 17/45 WHAT WAS THE IMPACT ON THE CHILDREN?

The Deputy Headteacher was pleased to say that this meeting had been almost entirely focused on the children. She gave an overview of the Governing Body's work that evening:

- Rosana Hermosa had reported on Sports Premium funding to Governors and how it was being used to help the children gain a much healthier lifestyle. Parent workshops were planned. The children's involvement in different sports and achievements in recent competitions were celebrated.
- Governors would give the School Council and the children opportunities to meet and question them during learning walks.
- Casey Tolaini had reported to Governors on Pupil Premium funding and how it was used to improve the children's progress through interventions and extra support. She had also checked Behaviour Tracker and the Intimate Care Policy. Tapestry, an online communication facility for parents, was also discussed.
- Sylvia Lehrian, Safeguarding Governor, had reported on her frequent meetings with the Headteacher, checking personnel files and the Critical Incident Plan. The Single Central Record, First Aid, Fire Drill and Pupil Incident Logs were also being checked by her, to ensure the safety of the children. She had attended Safer Recruitment training and would attend Level 3 Safeguarding Training with the Headteacher soon.
- The Catholic Life Committee had looked at the Liturgical Year ahead, and had considered the School's mission statement, values and aims.
- Casey Tolaini reported back on the recent learning walk by the Learning & Achievement Committee, focusing on Writing. They had been very pleased to learn that the children's enjoyment of learning and their progress was evident. The wide range of teaching and learning strategies used throughout the School was noted.
- Peter Moger had given an overview of the School's Budget for the next financial year. The Headteacher had emphasised the importance of the School being fully staffed for the children.



- Funding for the Arts/Music Hub, which would greatly enhance the children's school experience, was discussed. It was hoped that the PTA Chairman would come to a future Governing Body meeting to discuss the project and how it would be financed.

17/46 **ANY OTHER BUSINESS**

There was no other business.

17/47 **DATES OF NEXT GOVERNING BODY MEETINGS**

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

1<sup>st</sup> Summer Term Meeting: Thursday 27 April 2017 at 7 pm

2<sup>nd</sup> Summer Term Meeting: Tuesday 11 July 2017 at 7 pm

The Chairman highlighted that she would be a little late for the <sup>2<sup>nd</sup></sup> ~~1<sup>st</sup>~~ summer term Governing Body meeting. Casey Tolaini, Vice Chairman, undertook to stand in for her at the start of the meeting.

17/48 **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 left the meeting at this point.*