

**GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 21 SEPTEMBER 2017**

**FOUNDATION GOVERNORS**

\*Dr Alessia Errico (Chairman)  
Father James Fasakin  
\*Mrs Francesca Giacon  
\*Ms Sylvia Lehrian (Vice Chairman)  
Mr Peter Moger  
3 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

\*denotes member present

**NON-VOTING OBSERVER**

\*Father John McKenna (awaiting reappointment)

**In Attendance**

Mrs Sheila Bennett (Clerk)

**PART I**

The meeting opened in prayer.

17/102 **WELCOME**

The Chairman thanked Governors for attending the first Governing Body meeting of the 2017/18 academic year.

17/103 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted from Gordon Fisher, Fr James, Rosana Hermosa and Peter Moger.

17/104 **APPOINTMENT OF CHAIRMAN**

Nominations for the position of Chairman were invited. Alessia Errico was proposed and was willing to continue in the post. Upon a show of hands, the Governing Body **RESOLVED** unanimously that Alessia Errico be appointed as Chairman for the academic year 2017/18, or until her successor was appointed.

17/105 **APPOINTMENT OF VICE CHAIRMAN**

The Chairman said that Casey Tolaini, the previous Vice Chairman, had spoken to her prior to the meeting to explain that she did not wish to continue in the post due to the pressures of her full-time employment.

Nominations were invited for the position of Vice Chairman. Sylvia Lehrian was proposed and was willing to stand. Upon a show of hands, the Governing Body **RESOLVED** unanimously that Sylvia Lehrian be appointed Vice Chairman for the Academic Year 2017/18, or until her successor was appointed.

17/106 **SUCCESSION PLANNING**

Sylvia Lehrian wanted to make it clear that while she was happy to take on the responsibilities of Vice Chairman, she had no wish to become the Chairman in the future. The Chairman suggested that any Governor thinking about taking on this role in future could put themselves forward for joint vice chairmanship.

17/107 **ANNUAL REGISTER OF BUSINESS INTERESTS**

All Governors present completed the pro forma, to be retained in the School office for audit purposes. The Clerk undertook to remind absent Governors to complete and return this form, which, following consultation with the Department for Education (DfE), could now be signed electronically.

*Action: Clerk*

17/108 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

None of the Governors present declared a pecuniary interest in the business to be discussed.

*Father John joined the meeting.*

17/109 **PART I MINUTES OF THE MEETING DATED 11 JULY 2017**

The Part I minutes of the second summer term meeting, held on 11 July 2017 were **CONFIRMED** and signed by the Chairman as a fair reflection of that meeting.

17/110 **MATTERS ARISING FROM THE MINUTES**

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

*17/87 Reports of Committees: Catholic Life* The Headteacher said that at the next meeting of this committee there would be a discussion with the new School Council members, to talk to them about their important role in the School. Any Governors interested in seeing how the School Council operated could speak to the Headteacher and arrange to join them at their spring term council meeting.

*17/87 Reports of Committees: Resources/Premises* The Chairman confirmed that parents had been informed about the progress of the Performing Arts Hub project at the end of the summer term. In response to a query, she replied that there had been no response to this communication from parents.

*17/88 Safeguarding, E-Safety & Data Protection* The Headteacher said that she had met staff and the mealtime supervisors directly after the meeting about the issues raised. Staff were now positioned on the hill during breaks in an effort to minimise incidents.

*17/90 School Improvement Partnership* The Headteacher confirmed that the Learning Network Inspector's (LNI) report on her review of the Early Years and Key Stage 1 had now been received and actioned. In response to a query, she confirmed that this was an internal school information document that was not for publication.

## 17/111 **VERBAL REPORT OF THE HEADTEACHER**

The Headteacher tabled a brief update for Governors. Her termly report would be presented at the second autumn term Governing Body meeting in November 2017.

### **Catholic Life**

The Headteacher spoke about the wonderful Mass celebrated by Father John with the children, parents and staff. This had given an inspiring start to everyone for the new academic year. Bishop John was thanked for coming to the School on 19 September 2017, joining the lower junior children in prayer. He had visited all the classrooms, spending time answering questions from the children and talking to parents.

### **Progress & Achievement**

The Headteacher gave an overview of the headline 2016/17 SATS results for Key Stages 1 and 2, and the Yr 1 Phonics. Governors noted, with pleasure, the high number of children in the Early Years Foundation Stage who had achieved a Good Level of Development (GLD), and the progress of the children in Key Stage 2 in Reading, Writing and Maths.

Governors were aware that, following a dip in results for last year in Key Stage 2, these results were an improvement. When questioned on the reason for this dip the previous year, the Headteacher reminded Governors of the high number of boys with an Educational Health Care Plan (EHCP) in that year group last year.

A Governor queried the Key Stage 2 average progress score in Writing, which at present, at -1.3, was the only score below Barnet and national averages. The Headteacher replied that improving Writing was a priority this academic year; all staff were working hard to narrow this gap. She reminded Governors that, at this stage in their development, boys did not progress as well as girls in Writing; this was a national phenomenon. Staff were thinking creatively on how to encourage boys to practise their writing. Governors were given examples of how every single area in the Early Years Foundation Stage gave the children the opportunity for Writing, such as helping the children write a list of building materials used when taking part in construction activities.

The Headteacher said that a further emphasis would be on narrowing the gap in attainment between girls and boys. Governors heard that there was a slight gap in this area in Key Stage 1 which would be worked on so that it did not escalate.

The Chairman, on behalf of the Governing Body, wished to record congratulations to the Headteacher, all members of staff, the children and parents on the excellent SATS results, which were all above the Barnet and national averages.

The Headteacher said that a new LNI, Elaine Aylmer, would review the School's attainment in October 2017. This assessment would reflect on the School's strengths and effectiveness over the past academic year and would confirm the areas of focus for this academic year.

### **School Improvement Plan (SIP)**

Governors heard that members of the Senior Leadership Team (SLT) were analysing the School's data and were currently working on the SIP for 2017/18. The format of the SIP would be different this year. The Headteacher and Lisa Aldridge, Assistant Headteacher, had attended two training sessions with Miranda Perry, Barnet Partnership for School Improvement (BPSI) Consultant and Lead Ofsted Inspector, on writing an effective SIP.

The first draft of the new SIP would be shared with Governors at the Learning & Achievement Committee meeting the following week.

### **Resources & Environment**

The Headteacher reported on the repainting of Yr 3 classrooms, the main corridor and the ladies' toilets over the summer break. The rolling programme of refurbishment to improve the environment for the children and staff continued. The Nursery, Reception, Yr 1, and Yr 2 classrooms had all been recently decorated.

Governors regretted to hear there had been a further leak, this time in the staff room. Workman had to go onto the roof to repair this. A power cut over the summer had also needed attention.

The installation of the new gates continued at a slow pace. When questioned on this lack of progress, the Headteacher explained that various setbacks had been caused by the bankruptcy of a subcontractor, and the main installer's wife having had twins. She confirmed that these gates should be in place by the end of this term.

### **Staffing**

Governors were pleased to note that four new teachers appointed that term were locally based, and that there were a high number of teachers of the Catholic faith in the School.

A new PE Leader, Miss Hactor, had been appointed. Miss Pasha, formerly known as Mrs Mirza, would continue to teach PE throughout the School.

Governors noted that Mrs Aldridge would cover as Inclusion Leader while Miss Matteoni was on maternity leave.

The Headteacher updated Governors on the difficulties experienced in recruiting teaching assistants. A teaching assistant had been appointed who would start in four weeks' time. Agency staff were being used to cover the other post that had yet to be filled. Governors noted that these two positions were necessary to support children with an EHCP.

### **Performing Arts Hub**

The Headteacher reported on her meeting with the Chair of the Friends Committee and Green Modular the previous week, to discuss their outdoor classroom proposal. Governors approved the photographs of what this building would be like, which were tabled by the Headteacher. They noted that it would not be possible to get planning permission to site this building on the field, as had been suggested previously. Instead, it was proposed to move the sheds and the shelter in order to site the new building at the end of the playground. It was hoped that this building could be fenced off, using the side gate as an entrance, so that the building could be let to generate income for the School.

The Headteacher said that the footprint of the building would be 86 square metres; about the space of two classrooms. The internal floor area would be 80.5 metres squared. It would include two toilets, a toilet for the disabled, and possibly another small room, with a separate door to the main room.

The initial cost of the building, which would be guaranteed for 25 years, together with complete installation, would be approximately £110,924 excluding VAT. The costs of consultancy fees and obtaining of planning permission would not be included. The Headteacher hoped to find out if air conditioning and an alarm could be installed. The Chairman said that, realistically, the final cost would be approximately £150,000. In response to queries, the Headteacher said that the proposed building would only take a short time to install and this was not expected to cause too much disruption to the School.

Governors were very impressed with the proposed building. They were aware that the Diocese of Westminster (the Diocese) would need to grant permission for this new installation. The Headteacher had contacted Nigel Spears, Assistant Director (Capital Strategy) at the Diocese to discuss the plans.

Peter Moger would investigate the possibility of obtaining a loan from the Diocese to support this project, and John Lee, the diocesan School Finance Manager, would be visiting the School in October 2017 to discuss this further. Governors knew that 10% of this loan would have to come from the Governors' Fund and that fundraising for this exciting project should start as soon as possible.

17/112 **PUPIL PREMIUM**

Casey Tolaini, the Governor with responsibility for this area of the School, had nothing further to report, beyond thanking Mrs Matteoni for publishing the latest information on Pupil Premium on the School's website prior to her maternity leave.

17/113 **SPORTS PREMIUM**

Rosana Hermosa was absent that evening. She had been involved in the interviewing for the new PE Leader, Miss Hoctor, and would be liaising with her later in the term.

17/114 **EVALUATION OF GOVERNORS' REMIT**

**Ofsted Preparation**

The Headteacher had been in touch with Katie Dawbarn, LNI. She wanted her to talk about the Governors' role, if possible, at the next Governing Body meeting. This was a new Governing Body with a new Headteacher, and it was important for Governors to be reminded of their strategic role in driving the School forward. Governors would also have the opportunity to look at the new Ofsted framework and ask any questions.

The Chairman spoke about the excellent induction courses for Governors run by the Diocese. She added that Governors needed to keep the possibility of an Ofsted inspection in mind and make preparation for it, as the last inspection had been in 2009. The Headteacher informed Governors that a new Ofsted framework was being prepared. At present Ofsted was seeking views on bringing greater clarity to short inspections of schools rated good but at risk of decline, to give them more time to improve.

When questioned as to the triggers that might prompt an inspection, the Headteacher replied that these were: a new headteacher; a dip in results or complaints from parents. In response to a further question about ensuring the Governing Body was Ofsted ready, the Headteacher replied that Challenge Partners could give a review of the effectiveness of the Governing Body and the LNI also reviewed the School twice a year.

The Headteacher emphasised that, since the School was last inspected, the demographic had completely changed. There was now a completely different catchment and an increase in the number of children with a variety of special educational needs in the School.

17/115 **SAFEGUARDING, E-SAFETY & DATA PROTECTION**

Sylvia Lehrian, the Governor with responsibility for this area of the School, said that she was about to begin her first meetings that academic year with the Headteacher on Safeguarding issues.

## 17/116 REPORTS OF COMMITTEES

There were no reports from committees as it was too early in the term for them to have met.

### **Catholic Life**

A meeting of this committee would take place the following day. Governors would begin the meeting by undertaking a learning walk to be introduced to the new members of staff. Sylvia Lehrian apologised as she would be unable to attend.

### **Learning & Achievement**

The Headteacher said that, at the first meeting of the Learning & Achievement Committee a learning walk was proposed, to ensure that the learning culture of the School was evident in every classroom. This had been the subject of the first INSET for staff that term. It was decided that this walk would take place on Friday 29 September 2017 at 9.30 am. Any interested Governors who were able to attend were welcome. The Headteacher offered to show Jasmeet Fyfe around a little later in the term as she would be unable to be there on that date.

## 17/117 ANNUAL REVIEW OF COMMITTEES & TERMS OF REFERENCE

Governors were happy to continue with their current committee and governor responsibilities this academic year.

There were no changes to the terms of reference of the committees, which were contained in the Governors' Information Pack.

## 17/118 RATIFICATION OF POLICIES

In reply to a Governor's question, the Headteacher said that not every policy had a review date each year. Changes were made when necessary and whenever regulations were updated. A list of policy review dates was contained in the Governors' Information Pack.

### **Safeguarding**

The Headteacher explained that this policy had been reviewed in the light of the DfE Child Sexual Exploitation document dated February 2017. The following definition of child sexual exploitation had been added:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Following this explanation, Governors agreed for this change to be made, and the updated Safeguarding Policy was **RATIFIED**.

17/119 **SCHOOL IMPROVEMENT PARTNERSHIP**

There had been no meetings of this Partnership as yet that term.

17/120 **TRAINING LINK GOVERNOR'S REPORT**

Jasmeet Fyfe, the Training Link Governor, had not received any training information from Governors as yet. She reminded everyone to let her know of any courses attended during 2016/17, so that she could keep a record. A new record would be started for the new academic year.

*Action: All Governors*

She also reminded everyone to take a look at the courses on offer through the Governor Services programme and Modern Governor (online courses), which the School bought into, and those offered by the Diocese.

17/121 **GOVERNING BODY MEMBERSHIP**

**Foundation Governor Vacancies**

The Chairman reminded Governors that there were two Foundation Governor vacancies on the Governing Body. She emphasised the importance of increasing the expertise of the Governing Body, ideally by appointing someone with experience as a surveyor or solicitor. These gaps in the Governing Body's knowledge had been identified by the recent audit of Governors' skills.

It was confirmed that Foundation Governors had to be practising Catholics. Governors were aware that, if a suitable person put themselves forward who was not of the Catholic faith, it would be possible for them to be appointed as an Associate Member. They would not be included on the School's Instrument of Government as they would not be a governor, and could not vote at Governing Body meetings. Associate Members were able to vote in committee and even chair committees with the Governing Body's agreement.

A discussion took place on whether Foundation Governors should be advertised in the Parish Newsletter. It was noted that this approach had already been taken and it had been unsuccessful.

**Foundation Governor Reappointments**

Governors were pleased to note that Peter Moger had been reappointed as a Foundation Governor for a further term until 31 August 2021. Father John was reminded of the need to complete the reappointment form and return it to the Diocese as quickly as possible. It was noted that his term of office would be backdated to 1 September 2017 once his reappointment had been confirmed.

*Action: Father John*



## **1 Admissions & School Place Planning**

An overview of admissions to Barnet schools in September 2017 was given in the report. All eligible children whose parents applied on time for a place in Reception and Yr 7 had been offered a place.

A link was given to a report outlining the Council's plans to cope with the increased pressure on secondary places. A further link to a report by London councils on the local issues experienced in Barnet was also available.

## **2 Achievement in Barnet 2017**

A summary of the results across Barnet, based on provisional and unvalidated results, was given. This covered the Early Years, Phonics, Key Stages 1 and 2, GCSEs and A Levels. The Barnet ranking was also given. The overall summary was noted:

- A small drop in national results from 2016 to 2017.
- A drop in Barnet results in all measures apart from A\* to A, which showed a small increase.
- Barnet remained above national results in all measures.

## **3 Special Educational Needs & Disabilities (SEND) Update**

Information was given on preparing for the forthcoming SEND Local Area Ofsted Inspection. If chosen for a visit, this would last for two hours. Schools were reminded that:

- SEN registers of pupils with an ECHP and those at SEN support should be up to date;
- School Information Reports must be legally compliant and clearly visible on the school's website;
- A link from the school's website to the Local Offer must be in place; and
- Schools should direct all parents with children with SEN to the Local Offer as a first port of call.

## **4 Governor Services**

Information on the packages offered by Governor Services for 2017/18 were noted, including the Governor Support & Development Programme and access to Modern Governor.

## **5 Governance Self Evaluation Audit Tool**

Barnet's self-evaluation audit was designed to support governing bodies and provide documentary evidence to Ofsted. All schools were requested to

complete and return this audit tool to Sarah Beaumont, at [sarah.beaumont@barnet.gov.uk](mailto:sarah.beaumont@barnet.gov.uk) by Friday 15 December 2017.

The Chairman said that this audit of the Governing Body's effectiveness would be considered at the second autumn term meeting.

*Action: Clerk*

## **6 Changes to Capita HR**

Governors noted that schools that bought into Capita Payroll would be transferred to iTrent from 1 December 2017. The Headteacher confirmed that the School used this payroll provider.

*Action: Headteacher*

## **7 Apprenticeships in Schools**

Information on encouraging schools to take on an apprentice was given in the report.

The Headteacher felt that it would be very worthwhile for the School to take on an apprentice when circumstances allowed. She said that these apprenticeships often changed lives by encouraging young people to train and achieve while working in a post. Governors **AGREED** that the possibility of offering an apprenticeship should be an item on the autumn term agenda 2018.

*Action: Clerk*

### 17/123 **WHAT WAS THE IMPACT ON THE CHILDREN?**

The Chairman gave an overview of the impact of the meeting on the children:

- The children had been congratulated on their hard work over the last academic year; the SATS results for Key Stages 1 and 2 had shown an improvement on those of 2015/16. The Headteacher said that staff would be working towards improving the children's progress in writing, as well as closing the gap between attainment of boys and girls during the coming year.
- The School Council continued to flourish with new representatives being elected earlier in the term.
- The children continued to benefit from the Pupil Premium and Sports Premium funding; full details of how this money was spent was published on the website.
- The learning environment for the children had been improved, with repainting taking place over the summer break.
- Governors had considered how to bring the exciting Performing Arts Hub project nearer completion for the benefit of the children.

- A new PE leader had been appointed to increase the sports opportunities for the children even further.
- The safeguarding of the children continued to be a priority, with the updating of the Safeguarding Policy to raise awareness amongst staff of child exploitation.

17/124 **ANY OTHER BUSINESS**

There was no other business.

17/125 **DATE OF NEXT MEETING**

The date of the second Governing Body meeting that term was proposed as Monday 20 November 2017. The Clerk would check this date with those Governors who were absent, and would email Governors with confirmation of this date shortly.

*Action: Clerk*

17/126 **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 left the meeting at this point.*

Chairman: *Alessia Errico*

Date: 20 November 2017