

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON TUESDAY 11 JULY 2017

FOUNDATION GOVERNORS

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

PARENT GOVERNORS

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

STAFF GOVERNORS

*Miss Maureen Kelly (Headteacher)
*Mrs Eleanor Carruthers

LA GOVERNOR

Mr Gordon Fisher

*denotes member present

NON-VOTING OBSERVER

Mrs Mary Ainger (Deputy Headteacher)

In Attendance

Mrs Sheila Bennett (Clerk)

PART I

The meeting opened in prayer.

17/78 **WELCOME**

The Vice Chairman, Casey Tolaini, took the Chair as Alessia Errico would be arriving later. Governors were thanked for attending the second summer term meeting.

17/79 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been submitted and were accepted from Gordon Fisher and Peter Moger.

Alessia Errico and Sylvia Lehrian had apologised for their expected late arrivals.

17/80 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

There were no declarations of pecuniary interests in the current agenda.

17/81 **PART I MINUTES OF THE MEETING DATED 27 APRIL 2017**

The Part I minutes of the first summer term meeting, held on 27 April 2017 were **CONFIRMED**, initialled and signed by the Chairman as a fair reflection of that meeting.

17/82 **MATTERS ARISING**

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

17/57 Matters Arising: School Improvement Plan (SIP) & Self Evaluation Form (SEF) The Headteacher confirmed that these two documents had been sent to all Governors after the meeting. They had also been considered in detail by the members of the Catholic Life and Learning & Achievement Committees. The data drop confirming the results for the 2016/17 academic year was awaited later that week. Once received, the data would be analysed and the Headteacher would update the SIP and the SEF with these results and the end-of-year assessments. New targets for the SIP would then be set and the SEF would be re-evaluated and shared with Governors.

Action: Headteacher

17/63 Reports of Committees: Resources It was confirmed that the minutes dated 18 April 2017 had been circulated to all Governors directly after the meeting.

17/83 **REPORT OF THE HEADTEACHER**

The Headteacher had emailed her report to all Governors prior to the meeting, and gave an overview of it. They were asked for any questions.

Catholic Life

The Headteacher wished to record her thanks to Father John, Father James and Father Oliver for celebrating class masses with the children throughout the year. It was hoped to increase the number of prayer services to which parents could be invited in the next academic year.

Staff

The Headteacher updated Governors on staffing matters. The information on class teachers and the responsibilities of non-classroom based teachers for the academic year 2017/18 were noted.

School Roll

There were 501 children on roll at the time the report had been written. Their distribution between year groups was noted. Governors were pleased to learn that the Reception class for 2017/18 was full with no outstanding appeals.

Secondary Transition

The schools to which the present Yr 6 children would be transferring were considered. The majority would be moving on to Finchley Catholic High School and Queen Elizabeth's Girls' School.

Governors noted that there were plans to provide a coach for the children to transport them to Loreto College more easily. A discussion ensued about secondary transfers and changes to the provision of a nearby secondary school.

A Governor wanted to know if Loreto College still guaranteed four places each year for the Yr 6 children. The Headteacher said that this arrangement continued, but sadly some parents had been disappointed that year as only five children had been accepted. It was noted that it was not possible to request more places. Consultations took place two years in advance. The Headteacher confirmed that all Yr 5 parents had been spoken to about this and the implications of the additional class in Yr 5 in the next academic year.

Achievement

The Headteacher had included an analysis in her report of the progress and attainment of all classes and groups for the spring term 2017. She had also added new results as they had come in. Governors noted the analysis of each year group in relation to the gap between disadvantaged children and their peers, together with the actions in place to counteract this.

The SATS results had been received the previous week, after the report had been written, and were not included in this data. The Headteacher gave Governors the headline Key Stage 2 SATS results:

98% Reading
98% Maths
97% Spelling, Punctuation & Grammar (SPAG)
87% Writing

The Headteacher had also given Governors a comparison between the unconfirmed 2017 results with those of 2016 in her report.

The Chairman, on behalf of the Governing Body, wished to record thanks to the Headteacher, the Senior Leadership Team (SLT), all members of staff, the children and the parents for their hard work in achieving these excellent results.

A Governor asked about the number of children with an Educational Health Care Plan (EHCP) and whether this affected results. The Headteacher said there would be sixteen children with EHCPs in the next academic year, which was above the national average. When questioned by a Governor about disapplying children from the SATS, the Headteacher replied that this was only possible with a child newly arrived in the country the year before admission, and where English was not the official language of their country of origin.

A discussion ensued about the EHCP procedure. The Headteacher confirmed that if a parent named the School for their child on their EHCP the School had to accept them.

MOTION OF CONFIDENTIALITY

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

Part I resumed

Special Educational Needs & Disabilities (SEND)

A full update on this area of the School was given in the report.

Leadership & Management

Continual Professional Development (CPD) Mrs Whyatt and Mrs Carruthers were congratulated by the Governing Body on passing their National Professional Qualification for Middle Leaders (NPQML) course recently.

The Headteacher had listed the most important training undertaken by teaching staff that term, which included Safeguarding, Moderation, Gangs & Serious Youth Violence, and Child Sexual Exploitation. Teaching assistants had received training on Literacy, Autism, Speech & Language and SEND support.

Staffing Structure from 1 September 2017 Governors welcomed the new appointments of Georgia Reilly, Science Leader and Charlie Coy, English Leader from the next academic year.

Behaviour & Safety

Governors noted the anonymised information given in the report on referrals over that term.

They were pleased to note that the single allegation of bullying had proved to be unfounded.

The Headteacher reported that the three allegations of equality discrimination incidents had been fully investigated. It had been confirmed that there had been no breaches of the Equality Act.

Governors regretted to note that one parent had been banned from the School site.

School Trips

The Headteacher had given information in her report on the arrangements made for the Yr 4 trip to Gillwell Park and the Yr 6 trip to Osmington Bay.

Governors heard that, in the light of recent terrorist attacks in London, a decision had been made between the SLT, the Chairman of the Governing Body and the Safeguarding Governor to suspend trips into London for the present time.

Open Day & Open Evening

This very successful event had been held that day, with parents able to see their children's books and the displays around the School. They also had the opportunity to work with them in the afternoon on arts activities.

The Headteacher said that, although exhausting for staff, combining the Open Day and Open Evening had been very successful with positive feedback from parents.

The Chairman thanked the Headteacher for her comprehensive report. She also wished to record thanks to all the staff for their dedication and care of the children over the past academic year.

17/84 **PUPIL PREMIUM**

Casey Tolaini, the Governor with responsibility for Pupil Premium, had sent all Governors the Action Plan for 2016/17 prior to the meeting. This gave detailed information on the interventions in place that were funded by Pupil Premium.

Governors were reminded that there were 75 children in this category and £95,920 funding had been received for 2017/18. A list of how this money was spent, the monitoring of the interventions and strategies, together with outcomes, was also given on the website. The School continued to work with the families and other agencies to improve the progress and attainment of this group of children.

In response to Governors' queries about the increase in the number of children in this category year on year, the Headteacher said that over the last ten years more children were being identified. The catchment area of the School had also changed. In reply to a further question, the Headteacher confirmed that a child with an EHCP could also be in the Pupil Premium category. It was noted that the number of children in the School within this category was not higher than the national average. When questioned, she replied that not all children in this group attended the breakfast and after-school clubs.

The Headteacher emphasised that the key objective for the School was to narrow the gap between children in the Pupil Premium category and their peers.

17/85 **SPORTS PREMIUM**

Rosana Hermosa spoke about the busy term for sporting activities. The children had been very successful in netball, football, gymnastics and cricket competitions. Three children had been invited to represent Barnet at the London Youth Games. The School had been represented by 42 children in the Barnet Athletics Competition at Allianz Park, coming third overall in track events.

Rosa Hermosa had attended the three sports days held on 19 and 30 June and 3 July 2017. Governors heard that the children had thoroughly enjoyed themselves and there had been very positive feedback from the parents.

There had been a Coffee Morning for parents, and the children had taken part in cooking and special assemblies relating to the Alive & Kicking initiative. The Walk to School Week from 15 May 2017 had also been undertaken with enthusiasm.

Governors noted that some Sports Premium funding had been spent on:

- Up-skilling the mealtime supervisors to improve the provision of physical activities during lunchtimes;
- cricket training; and
- updating resources to ensure quality PE lessons.

Governors congratulated the children on their impressive results in sport over the past academic year. They were pleased to note the wide range of activities on offer to the children, including multi-skills lessons from the Hive Foundation for Yr 2, and golf lessons for Yr 4.

Alessia Errico arrived and took over the Chair from Casey Tolaini. She said that the next agenda item, Safeguarding, E-Safety & Data Protection would be deferred until Sylvia Lehrian had joined the meeting.

17/86 **EVALUATION OF GOVERNORS' REMIT**

The Chairman thanked all Governors for their commitment to the School and their hard work over the past academic year.

The Headteacher spoke about the importance of Governors reading through all the reports and minutes prior to meetings and making a note of any questions they wished to ask. This was especially important now that Governors only received agendas electronically.

Action: All Governors

17/87 **REPORTS OF COMMITTEES**

Catholic Life

Father John gave an overview of the recent work of this committee. There had been a learning walk that term, for which a report had been written. During the walk the Committee had met the School Council and behaviour had been discussed with the children.

The next meeting of this committee would be held in September 2017, with a focus on considering the vision and values of the School. The Committee had been considering updating these over the past academic year.

Governors noted there would be a review of the masses next term.

In reply to a Governor's question, the Deputy Headteacher explained that children were appointed to the School Council by a combination of teacher encouragement and election. Children could put themselves forward or the teacher might guide them, explaining what was involved. Elections for the School Council were held further up the School. The children gained confidence attending meetings every three to four weeks, with an agreed agenda.

It was confirmed, in reply to another question, that any queries raised were followed up and replied to at the next meeting. The Headteacher said that improvements to the toilets, changes to the uniform and additions to the playground equipment, as well as improved playground activities had all been implemented following suggestions from the School Council.

The children enjoyed their School Council meetings and were helped to work through problems with the assistance of staff. A report from the School Council, giving the highlights of the year, was published on the website, as were the minutes of their meetings.

Governors were also reminded of the School's status as a Rights Respecting School. This enabled the children to be aware of their rights and responsibilities under the United Nations Convention.

The Chairman would be attending a School Council meeting in the next academic year and invited an interested Governor to join her.

Action: Any Interested Governor

Learning & Achievement

Casey Tolaini gave an overview of the learning walk undertaken by this committee that term, with a focus on Literacy. A visits form had been completed. She was pleased to say that the children had been happily engaged in their learning. The Committee had been impressed by the very positive interaction between teaching staff and the children. Jasmeet Fyfe commented on the level of learning involved at such a young age, which she found very impressive.

The setting of challenge and the use of terms such as 'spicy' and 'hot' was discussed. The Headteacher explained that some children were embarrassed to opt for 'mild' as they did not want to be teased. The SLT had decided to change these terms to 'fabulous', 'wonderful' and 'amazing'. Only the teaching staff would know to which level of challenge they related. The children would be encouraged to look at the activity first and decided the level of challenge for themselves. The Headteacher added that this was part of the drive to help the children become independent learners.

Ellie Carruthers highlighted that the website would be updated for the new academic year to reflect the changes in the curriculum.

Resources/Premises

The Part I minutes of the meeting held on 7 June 2017 had been distributed prior to the meeting. An overview was given by the Chairman:

LCVAP Funding The application for this funding had been unsuccessful. It was noted that other schools had also been disappointed that year. Governors were pleased to hear that the recent survey of the water system had concluded that the previously proposed works were not essential. New contractors had been appointed to update pipework and to undertake other incidental necessary work. It had been decided by the Committee to appoint Barkers as consultants for future funding applications in an effort to improve success.

School Building Fund A letter had been sent to parents regarding contributions to this fund, including information on the implications of their children being educated in a voluntary-aided school. The letter had suggested that families should donate at least £15 per month to this fund.

The Chairman was challenged by a Governor on the importance of giving parents clear information, as quickly as possible, on the progress of the Arts/Music Hub. The Chairman replied that, following the knowledge that the original proposed building would cost £400,000 a decision had been made to look at other

possibilities. It had been decided to instruct Barkers to look at all the options available and find feasible alternatives. A budget would be necessary to implement this. The Chairman added that a great deal of effort by staff and Governors had gone into this project so far. She had wanted to wait until she could give as much information as possible to parents before writing to them. She confirmed that a letter would be sent out giving the latest information on the Arts/Music Hub before the end of the academic year.

Action: Chairman

The Nursery Project The Chairman said that discussion had taken place at this meeting on the implementation of the 30-hours Free Nursery Funding from 1 September 2017, together with the introduction of a breakfast and after-school club for the Nursery. These changes would bring increased income into the School.

School Budget The Chairman was very pleased to report that the budget for 2017/18 had been healthier than initially expected.

Debt Management Governors were reminded of the progress made that year on decreasing the amount of debt owed to the School. It was noted that a letter from the Chairman of Governors would be sent out shortly, asking parents to come into the School to discuss arrangements in relation their debt repayment.

Sylvia Lehrian joined the meeting.

17/88 **SAFEGUARDING, E-SAFETY & DATA PROTECTION**

Sylvia Lehrian, Governor with responsibility for Safeguarding, had met the Headteacher regularly since her appointment, to be updated on any safeguarding issues that might have arisen. She gave an overview of her work that year:

- All the personnel files had been checked by her to ensure that they were up to date. She was confident that this exercise had virtually been completed, and confirmed that new staff records were in order and had all been checked. The Single Central Record had also been checked.
- All premises logs had been checked.
- The Lockdown, Staff Sickness, Accessibility, Critical Incident and Educational Visits Policies had all been reviewed and ratified earlier in the term by email.
- The new first aid procedure, in which all staff took responsibility when necessary, was now fully in place and was working very well. The Safeguarding Governor had checked that staff were using the new classroom iPad logging system correctly.
- Governors noted that the Disqualification by Association Policy had been updated. It was confirmed that only teaching staff, and not teaching assistants, had to complete this obligation.

- Safeguarding training of staff and Governors continued to be regularly updated. The Headteacher and Safeguarding Governor had undertaken Level 3 Safeguarding that term.
- Educational visits into London, which had been discussed earlier in the meeting under item 17/83, would be reviewed in the autumn 2017 term after health and safety assessments had been completed. Parents were thanked for their support in this matter.
- Governors were very pleased to hear that, during a recent fire drill, the children had been very calm and everyone had been evacuated in less than two minutes. The Safeguarding Governor confirmed that the minor issues raised following the drill would be rectified.
- Governors were reminded that the fire risk assessment was reviewed every few years. It had been decided to do this more frequently in future. The next assessment would be undertaken in the next academic year. When challenged, the Safeguarding Governor confirmed that this assessment would be an independent one carried out by the Fire Brigade.

Father James spoke about speaking to the children on how secure they felt on a recent learning walk. He was very pleased to report that they had all said that they felt safe in school. This was a positive response, but he raised a concern about incidents that sometimes occurred during playtimes and lunchtimes. The Safeguarding Governor replied that improving behaviour at these times had been discussed with the School Council, and the School Monitors were aware. The Headteacher explained that this unstructured time for the children did present the most challenges, and these were being addressed.

Action: Headteacher

17/89 **RATIFICATION OF POLICIES**

There were no policies to ratify at present.

17/90 **SCHOOL IMPROVEMENT PARTNERSHIP**

The Headteacher said that Katie Dawbarn, Learning Network Inspector (LNI) had visited the School that week to review the School's provision in the Early Years and Key Stage 1. She had undertaken a learning walk in the Nursery and Yr 2, and had focused especially on the outside areas and the teaching of Phonics.

Governors noted that Katie Dawbarn's report would be sent to them once it was received.

Action: Headteacher

17/91 **TRAINING LINK GOVERNOR'S REPORT**

Jasmeet Fyfe, Training Link Governor, would be undertaking an audit of Governor training in the autumn term 2017. A full list of all Governor training would be emailed to them for any amendments. Her intention was to keep an up-to-date training record. Any relevant training Governors may have undertaken in their workplace could also be added to this record.

Action: Training Link Governor

Father James, Casey Tolaini and Sylvia Lehrian had completed the training course on Data.

The Training Link Governor reminded everyone of the importance of looking through the Governors' Handbook and the Competency Framework for Governors. These were easily accessible through the DfE website, but she would be sending them the direct link. She highlighted that there was now an increased expectation of the governors' role by Ofsted.

Action: All Governors

17/92 **GOVERNING BODY MEMBERSHIP**

Foundation Governor Vacancies

The Chairman very much regretted that Mariella Mansi had resigned as the Associate Member, due to ill health. All Governors expressed their sadness at this news and wished her well for the future.

Governors were also informed by the Chairman that George Winterbourne, the prospective Foundation Governor, had decided that he would be unable to commit to the post, having attended a few Governing Body meetings as a non-voting observer.

The Chairman reminded everyone that there remained two Foundation Governor vacancies. A discussion ensued on the preferred skills set for these two people, to ensure that they broadened the experience and expertise of the Governing Body. It was suggested that someone with a legal background, such as a solicitor, or a surveyor, in view of the Arts/Music Hub project, would be extremely useful. The need to have a good balance of parents on the Governing Body was also discussed.

Foundation Governor Reappointments

Peter Moger's and Father John's terms of office would end on 31 August 2017. They were in the process of being reappointed by the Diocese.

17/93 **WHAT WAS THE IMPACT ON THE CHILDREN?**

The Deputy Headteacher gave an overview of the Governing Body's work that evening:

- The summer term SATS and progress data was being analysed. The staff and all Governors were very proud of the Yr 6 children's excellent results.
- The School would be fully staffed for the next academic year, with new English and Science Leaders.
- Father John, Father James and Father Oliver had been thanked for their involvement in the School and their work with the children over the past academic year. The number of masses and prayer services for the children and their parents would be increased.

- Narrowing the gap between the children in the Pupil Premium category and their peers had been considered at the meeting.
- Governors had celebrated the very successful year by the children in all sports across the School. The effect of the Sports Premium on improving the children's choice of activities and encouraging them to get moving with the Alive & Kicking initiative had been welcomed.
- A letter would be sent to parents soon on the very exciting Arts/Music Hub project that was designed to improve the children's engagement with the Arts.
- The Safeguarding Governor had reported on her work over the past academic year, monitoring safeguarding across the School to ensure the safety of all the children.
- Governors' training was being reviewed. They would also look through the Governors' Handbook and Competency Framework for Governors to ensure they were keeping up to date with their responsibilities to the children.
- The children had enjoyed a very successful Open Day and Open Evening with their parents, and had had the opportunity to show their parents their work and share activities with them.

17/94 **ANY OTHER BUSINESS**

Forthcoming Church Events

Father James said that he would be celebrating his 10th Anniversary as a priest with a mass at 1 pm on Saturday 15 July 2017. All Governors were invited.

Father John would be opening up his church on Sunday 3 September 2017 from 9 am to 11 am. A mass would be held to consecrate the new hall. Discussions took place on how the children could take part in these events.

17/95 **DATE OF THE NEXT GOVERNING BODY MEETING**

The date of the 1st autumn term Governing Body meeting was **CONFIRMED:**

Thursday 21 September 2017 at 7 pm

17/96 **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.

Chairman's Signature: *Alessia Errico*

Date: 21 September 2017