

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON MONDAY 16 JULY 2018

FOUNDATION GOVERNORS

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

LA GOVERNOR

*Mr Gordon Fisher

PARENT GOVERNORS

*Miss Rosana Hermosa
*Mrs Liz Reeve
*Mrs Casey Tolaini

STAFF GOVERNORS

*Miss Maureen Kelly (Headteacher)
*Miss Úna McAuley

NON-VOTING OBSERVERS

*Mrs Mary Ainger (Deputy Headteacher)
*Mrs Ellie Carruthers
*Mrs Louise Herlihy

*denotes member present

In Attendance

Mrs Sheila Bennett (Clerk)

PART I

The meeting opened in prayer.

18/56 **WELCOME**

The Chairman thanked all Governors for attending the summer term meeting. The first summer term meeting, planned for May 2018, had been cancelled.

The Chairman gave a warm welcome to Liz Reeve, the new Parent Governor and Úna McAuley, the new Staff Governor.

The Chairman explained that Louise Herlihy, a candidate in the parent governor election, had been approached by her with a view to being appointed as a Foundation Governor. Louise Herlihy was of the Catholic faith and had financial and IT expertise. The most recent skills audit of the Governing Body had shown that these abilities would be very useful to the board. She would be able to attend meetings as a non-voting observer until her appointment had been confirmed by the Diocese of Westminster (the Diocese).

The new Governors were thanked for joining the Governing Body and were introduced to everyone.

The Chairman paid tribute to Ellie Carruthers, the outgoing Staff Governor, for her four years' enthusiastic service on the Governing Body. She would also be attending this, her last meeting, as a non-voting observer.

18/57 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted from Father James and Father John.

18/58 **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.

18/59 **PART I MINUTES OF THE MEETING DATED 15 MARCH 2018**

The Part I minutes of the second spring term meeting, held on 15 March 2018, were **CONFIRMED** and signed by the Chairman as a fair reflection of that meeting.

18/60 **MATTERS ARISING FROM THE MINUTES**

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

18/28 Welcome & Training on General Data Protection Regulation (GDPR)

Rosana Hermosa highlighted a training course on GDPR on 20 May 2019 which would be useful for new Governors to attend. She undertook to send out further details nearer the time.

Action: Rosana Hermosa

18/35 Performing Arts Club Update The Chairman said that she had been unable to update parents on this project, as it was no further forward. A full explanation would be given to Governors later in the meeting on this matter.

18/37 Pupil Premium Francesca Giacon had not circulated this information to all Governors due to its length. She was reassured about this and would do so after the meeting.

Action: Francesca Giacon

18/61 **REPORT OF THE HEADTEACHER**

The Headteacher's report had been distributed to Governors prior to the meeting. She gave an overview of it, and asked for any questions or comments.

Catholic Life

The Headteacher had given full details of the extensive range of prayer and worship activities across the School. The children's wholehearted support of many charitable organisations was noted. Strong links with St Gregory's and St Peter's churches, as well as regular visits from Father John, Father James and Father Daniel, were noted with pleasure.

Rights Respecting Schools Gold Award

Governors congratulated the Headteacher, all staff and the children on achieving the Gold Award in the Rights Respecting Schools Programme. The Headteacher wished to thank Mary Ainger, Deputy Headteacher, in particular. Her passion and commitment in embedding the United Nations Convention on the Rights of the Child throughout the School, and in collecting all the evidence for the inspector, had been exemplary.

Staffing 2018/19

A full list of class teachers and non-class teachers for the next academic year was given in the report.

The Headteacher reminded Governors that, because the staffing structure had changed for 2018/19, the Senior Leadership Team (SLT) had been strengthened to support new staff.

Ellie Carruthers had led an induction day for new members of staff. This had been very well received. When questioned, Ellie Carruthers confirmed that she would monitor newly-qualified teachers (NQTs). She added that all staff, not only the year group teachers, were very helpful and keen to assist other staff members in any way they could.

School Roll

Governors noted that there were 500 children on roll. A breakdown of the numbers in each class was given.

Yr 6 Leavers' Destinations

Information on the numbers of children transferring to 17 different secondary schools was given. It was noted that more Catholic secondary schools had been chosen that year. When questioned, the Headteacher said that only one child was awaiting their first choice. She confirmed that suitable alternatives were available, and no child would be unplaced.

Achievement, Standards & Progress

Progress & Attainment Data The Headteacher had included in her report the progress and attainment data in respect of Age Related Expectations (ARE) and above, from Yr 1 to Yr 6. The achievement of the different groups was also given. Information for Reception was not yet available.

The acronyms for Spelling, Punctuation & Grammar, (SPAG) and Writing, Reading & Maths (WRM) combined, were explained for new Governors.

The Headteacher said that, at present, this was raw data and no analysis was possible as yet. This information would be considered meticulously by the

Learning & Achievement Committee in September 2018, when further data had been received from the local authority (LA).

Statutory Assessment Tests (SATS) The Headteacher tabled draft SATS results for Governors to consider. She drew their attention to the increase in attainment at Key Stage 1 and in the Phonics Screening Test. Information on the different groups was not yet available

The Key Stage 2 results for 2017/18 were noted. Governors questioned the Headteacher on these results. Further information on individual attainment was given. The number of children in that cohort with an Educational Health Care Plan (EHCP), due to profound learning needs, was acknowledged. Although these children were not entered for the tests, they were still counted in the data. This was reflected in the 10% dip in attainment compared with the previous year.

The Headteacher was proud of the progress made by all the children. Results were significantly above national and Barnet levels. She anticipated that the results might be improved once some figures had been double checked.

Governors heard that there would be 90 children in the Yr 6 classes next year. A high proportion would have an EHCP. The School would be working with outside agencies to support them. Governors could expect a dip in results in 2018/19 because of the high level of need. The Headteacher explained that the School needed to provide evidence for each child to demonstrate the support the School was putting into their learning.

The Headteacher wished to record thanks to every member of her staff. She said they had worked so hard to help the children achieve; they could not have done more.

Non-Core Subjects The Headteacher updated Governors on Ofsted expectations. It was noted that inspectors would be making sure that children were taught pure skills in Geography and History, and were being taught the right vocabulary in these subjects. Further information on this would be given to Governors next term.

A discussion ensued on the fact that there was limited time to teach everything within school hours. Governors heard that although children were sometimes taught in a cross-curricular way, this teaching was not superficial. Children were being educated to use the correct terms and skills. The Headteacher said staff had to be creative in this context and were helped by middle leaders who were subject leads. These members of staff were held to account for the subject they led.

The staff were focused on giving the children a broad and balanced curriculum, covering, as well as the core subjects, Science, Art, Music, Humanities and Sport. Ellie Carruthers added that the Barnet Partnership for School Improvement (BPSI) subject leaders were very helpful in explaining what was expected of schools.

Special Educational Needs & Disabilities (SEND)

A full update on SEND was given in the report. Governors noted that there were 46 children receiving this support. Eleven of those children had an Educational Health Care Plan (EHCP) in place.

The Headteacher emphasised that more parents of children with SEND wished them to join Reception in 2018/19. She said it was important for parents to be fully aware of the best school to meet their child's particular needs.

In answer to the Chairman, the Headteacher said that there would be four children with an ECHP in Yr 6 in the new academic year. This could possibly rise to six. Governors felt this was a very high proportion for one year group to cope with. The Headteacher said that the School was well supported with class-based teaching assistants.

Information from external agencies that supported children with SEND was given in the report, together with information on recent successful referrals.

The Headteacher was questioned by Governors on different types of training for SEND. She explained that the SENCO was delivering training to teaching assistants on the Maximising the Impact of Teaching Assistants (MITA) project. The aim of this was to ensure that teaching assistants were actively improving children's outcomes in a whole-class setting.

Governors asked about Clicker training. This was an online, speech and language program to support children in Writing. It was available in the classroom for the children to use if they required extra support. The program used scaffolding to assist the children. Their sentences were read back to them. The Deputy Headteacher said that this helped the children see themselves as successful writers.

When questioned by the Chairman about new SENCO, the Headteacher confirmed that she had visited the School three times already to familiarise herself with the children. She now knew the School well and was ready to take on her role next term.

Teaching & Learning

Governors were very pleased to note that the monitoring of teaching and learning by the SLT had judged all lessons as good, with 78% of lessons judged outstanding. The LA School Improvement Partner, Elaine Aylmer, had made three visits. She agreed that the School continued to be judged as outstanding. A further visit from an inspector from Challenge Partners had agreed with this judgement.

The Headteacher highlighted the importance of the SLT carrying out frequent learning walks to monitor the standard of teaching and learning every day, rather than undertaking specific lesson observations. Ofsted inspectors now toured schools and spent most of the time scrutinising the children's work in their books.

Behaviour & Safety

Full information was given in the report on the number of multi-agency referrals.

There had been no exclusions, bullying incidents or complaints that term. An allegation was made that had proved to be unfounded. One comment had been logged under disability discrimination.

The Chairman thanked the Headteacher for her comprehensive report that Governors had found very useful.

18/62 **PERFORMING ARTS HUB UPDATE**

Peter Moger gave new Governors the background to this project. He explained that the original intention had been to create a new building in the corner of the playground. A difficulty had arisen over the ownership of the land on which it was to be built. The LA had not been very helpful in this matter. Despite many requests for a decision, they had showed no urgency to resolve the issue.

Peter Moger informed Governors that the classroom that at present housed the additional class was not expected to be needed in the future. This was because the numbers of children in the locality requiring places had fallen, and other local schools were not completely full.

The Resources Committee would be meeting a professional adviser later this week to discuss whether it might be possible to adapt this classroom into the Performing Arts Hub. This alternative, if viable, would be less expensive than the original plan. Funding would then be available to convert the disused site manager's house into a library, with meeting rooms. The School was very short of any additional space for these purposes, and letting out this part of the premises might become a viable proposition.

In reply to a query, Peter Moger said it would not be possible to sell the site manager's house for extra funding as it belonged to the LA. In reply to a further question, he confirmed that site managers were no longer provided with accommodation on school sites.

Peter Moger reminded Governors that the School would lose income when the additional class was no longer required, as funding was based on the number of pupils in a school.

The Headteacher spoke about the enthusiasm and hard work of parents to raise money for creating a Performing Arts Hub. She added that it was necessary to think of the needs of the whole School. The installation of a lift, to assist with disability access, could also be considered.

Governors would be kept informed of any developments.

18/63 **EVALUATION OF GOVERNORS' REMIT**

There was nothing to report.

18/64 **PUPIL PREMIUM**

Francesca Giacom, the Pupil Premium Governor, said that full information on this funding, how it was spent, its impact on the children and plans for the next academic year, were given on the website. She had met the present lead teacher to check that all the figures tallied. She hoped to have regular meetings with the Pupil Premium lead who would be returning from maternity leave next term.

18/65 **SPORTS PREMIUM**

An update on Sports Premium, including the employment of a sports apprentice, was given in the Headteacher's report. Rosana Hermosa, the Sports Premium Governor, said that Miss Hootor would be leaving, and a new Sports Premium lead would be in place next term. She drew Governors' attention to the action plan on the website, which was a working document.

Governors heard that an inventory had been compiled of all sports equipment and resources. It was noted that the benches in the hall, that were mainly used for seating, would need to be replaced due to poor condition. Some were becoming unsafe. Rosana Hermosa highlighted the need to have better storage for sports equipment, to prevent it being damaged. The Headteacher said that this would be looked at.

Action: Headteacher

The curriculum for all sports was being reviewed for the new academic year.

18/66 **SAFEGUARDING, E-SAFETY & GENERAL DATA PROTECTION REGULATION (GDPR)**

Sylvia Lehrian, Safeguarding & GDPR Governor, spoke about the regular spot checks she made on the Single Central Record. These had revealed that staff changes of address had not, in the past, always been updated on the Single Central Record. Staff should have brought proof of their new address into School as soon as they had moved, and this information should have been updated immediately. Sylvia Lehrian confirmed that this had now been put right.

A plan of action had been put in place to ensure that all personnel files were checked thoroughly. A concern had arisen because some long-term members of staff did not have a record of their original references. Sylvia Lehrian said that the LA used to be more involved in recruitment, and it was likely that a file of these references was stored at their offices. To resolve this problem, the Deputy Headteacher had signed an employment form for each of these members of staff, to confirm that she had known and worked with them for many years and could testify as to their good character and satisfactory work. These forms were being kept in the relevant personnel files.

A short discussion took place on difficulties in getting references from some private firms. The Headteacher said that a record was kept of the emails sent to outside agencies when pursuing references. Sylvia Lehrian confirmed that, when appointing new staff, if two references were not received, this was investigated and their headteachers were contacted. She added, when questioned, that offers of employment were withdrawn if references were not satisfactory.

Sylvia Lehrian said that, by the end of term, all personnel files would have been completely checked. Previously she had made these checks termly; in future she would carry these out half-termly, to make sure that the correct procedures were being followed for new staff.

Governors questioned her on whether staff should resubmit proof of their address. The Headteacher explained that this was in the members of staff's best interest as although this information had been updated on Integris the Payroll Department of the LA might not be aware of the change. She said that this was a valid point that she would consider further.

Action: Headteacher

Sylvia Lehrian highlighted that safeguarding training for all staff would be held on Monday 24 September from 3.40 pm to 6.30 pm. Governors were warmly invited to attend in order to update and refresh their training.

Action: All Governors

18/67 **REPORTS OF COMMITTEES**

Catholic Life

The minutes of the meeting dated 11 May 2018 had been distributed prior to the meeting. Arising from the minutes:

RE Learning Walk Rosana Hermosa, the Chair of this committee, gave an overview of the learning walk. Governors had looked at the prayer tables around the School from Nursery to Yr 6. Governors had suggested the position of the RE table in some classrooms should be more central. The Headteacher said that this had been a very good comment which had been acted on. Sylvia Lehrian spoke about the children's engagement in their learning and their insightful language, which was wonderful to hear.

In answer to a suggestion that Governors should concentrate on a particular class rather than the whole School when undertaking learning walks, the Headteacher reminded them that they should focus on a strategic aspect of the School rather than operational matters. She suggested that they might next time concentrate on a particular key stage.

Behaviour An update had been given at this meeting on behaviour analysis. The Chairman asked about the changes to time out for Nursery children.

The Staff Governor replied that it was necessary to get children to respect boundaries at an early stage, and this was addressed in a low key way. Governors noted that behaviour improved significantly in Yr 5 and Yr 6.

Learning & Achievement

The minutes of the meeting held on 1 May 2018 had also been previously circulated. Arising from the minutes:

Learning Walk Casey Tolaini spoke of the learning walk that had focused on how any gender gaps across the whole School were being addressed. This was particularly relevant in the Early Years Foundation Stage and Key Stage 1.

Teaching staff were making topics relevant to both boys and girls. Governors noted that the children chose their own topics, such as sea creatures in the Nursery. This helped to engage their interest and encourage improvement in Writing. Strategies such as Talk Partners helped the children; if they were stuck they could talk to the person next to them. Teaching staff also suggested ideas and video clips were sometimes used.

The Staff Governor added that many opportunities were given to encourage Nursery children to practise their writing, sometimes using squeeze bottles or other transient materials. All efforts were celebrated. Afterwards the children were able to share their work and discuss it with others.

Casey Tolaini said that there was high energy in the classrooms and the wall displays were excellent. She had been impressed by the visual displays that helped the children choose more interesting words when writing.

English as an Additional Language (EAL) The Chairman asked about addressing the difference in attainment between EAL children and their peers.

The Headteacher replied that the gap reduced as the children reached Key Stage 2. She reminded Governors that sometimes English was not spoken at home. Staff were careful to encourage children, in a sensitive way, to speak English in school, rather than being drawn to those children who would speak to them in their own language. Although staff wanted them to develop their home languages, which were celebrated, it was important to improve their English language skills as soon as possible. She explained that, if a child could not say it, they could not write it. Scaffolding was used to get them to answer questions properly, rather than in a lazy way. This was necessary in order for the children to achieve in Reception and to pass the Phonics Screening Test.

Resources

The minutes of the meeting held on 3 July 2018 had been distributed to all Governors prior to the meeting, together with the Three-Year Plan. Arising from the minutes:

Three-Year Plan Peter Moger explained that the Three-Year Plan, which had been sent to the LA, had resulted in a deficit budget. This was common across many schools in the borough. Future costs were still being established. Additional funding might be received which would improve the outcome.

The Chairman reminded Governors that income was reducing and would continue to do so with the expected loss of the additional class. It was important for Governors to think of strategies to improve income to support the School. The future of Pupil Premium funding was also uncertain; a reduction in this funding was likely. Governors noted that overheads remained the same, and a significant proportion of the School's budget was spent on staffing.

Gift Aid The Chairman said that the School had worked hard to recover debts. She wished to thank, on behalf of the Governing Body, all parents for their generous donations to support the School. Sylvia Lehrian spoke about Gift Aid. This was being claimed back and further submissions had been made up to April 2018. Over the past few years £15,000 had been recovered in this way. It was hoped that more parents could be encouraged to sign the Gift Aid form as this was so worthwhile to the School.

Premises Peter Moger was pleased to say that the repairs to the roof, paid for by Locally Co-ordinated Voluntary Aided Programme (LCVAP) funding, were nearly completed. The Headteacher said that the scaffolding would be removed by the end of term.

Leasing Issue Peter Moger informed Governors that an offer of £2,000 had been made in respect of the ending of a lease of computer equipment. This proposal was still awaiting acceptance.

Safeguarding

The minutes of the meetings held on 8 May and 3 July 2018 had been circulated previously and were noted.

18/68 **RATIFICATION OF POLICIES**

The GDPR Data Protection Policy had been sent out to all Governors prior to the meeting. Following consideration, this was **RATIFIED**.

18/69 **SCHOOL IMPROVEMENT PARTNERSHIP**

The Headteacher reported that there would be changes to this Partnership, as three headteachers would be retiring at the end of the academic year.

18/70 **TRAINING LINK GOVERNOR'S REPORT**

Rosana Hermosa, the Training Link Governor, circulated a list of the LA courses for the next term. She also highlighted that online courses were available through Modern Governor.

Link to Governor Services training:
http://cpd10g.schoolcircular.co.uk/pls/dad_cpd/gen_bystrand_fr_pub

Link to Diocese of Westminster training:
<http://rcdow.org.uk/education/schools-bulletins>

Rosana Hermosa reminded Governors to send her details of their training so that she could keep the Governing Body's records up to date. A new skills audit would be circulated in September 2018.

18/71 **GOVERNING BODY MEMBERSHIP**

Following the recent successful Parent and Staff Governor elections, only two Foundation Governor vacancies remained to be filled.

18/72 **EDUCATION & SKILLS DIRECTOR'S SUMMER TERM 2018 REPORT**

This report had been emailed to all Governors prior to the meeting:

1 Educational Standards in Barnet 2016/17

Governors noted the information on the validated results for all key stages for 2016/17.

2 Governance Self Evaluation Audit Tool

Governors noted the common themes that had emerged from these audits across the borough. A new self evaluation for 2018/19 would be contained in the autumn term report.

3 General Data Protection Regulation (GDPR) for Governors

Governors noted the training and working practices recommended by the LA in respect of this new regulation.

4 Governor Services Briefings

The information was noted.

5 iTrent Transfer

This information was noted.

6 Barnet Chairs' Development Programme

Governors noted this information.

18/73 **WHAT WAS THE IMPACT ON THE CHILDREN?**

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

- The achievement of the Rights Respecting Gold Award confirmed that the School was encouraging the children to use their voice to become more articulate, confident and caring.

- New Governors had been welcomed to the Governing Body as part of the School's leadership team. A full complement of staff were in place ready for the next academic year. New staff would be supported and monitored. An induction day had been held, for everyone to meet new staff and thank outgoing staff for their contribution to the School. Strong, solid leadership had a direct impact on the children's welfare and outcomes.
- The good SATS results had been celebrated, as well as the progress of the children, who were visibly happy to join their classes in the mornings.
- Governors were working to create the Performing Arts Hub to give the children further opportunities to extend their artistic abilities.
- The Governing Body was monitoring the funding from Pupil and Sports Premium to make sure it was being spent for the benefit of the children.
- Governors regularly checked safety procedures. Changes had been made to ensure that all the children, staff, and visitors were safeguarded. Governors and staff would refresh their safeguarding training.
- Learning walks around the School had taken place so that Governors could see the children's working life in class. They had been really impressed with the enthusiastic, dynamic approach that had a positive impact on the children's learning experience.
- The Governing Body oversaw the School's budget and financial procedures to ensure that the money was being well spent.
- The roof had been renovated so that there would be no more leaks during rainy weather.

18/74 **ANY OTHER BUSINESS**

There was no other business.

18/75 **DATES OF NEXT GOVERNING BODY MEETINGS**

The dates of the Governing Body meetings for the next academic year were **CONFIRMED:**

2018

1st Autumn Term: Thursday 20 September 2018 at 7 pm

2nd Autumn Term: Thursday 15 November 2018 at 7 pm

2019

1st Spring Term: Thursday 24 January 2019 at 7 pm

2nd Spring Term: Thursday 14 March 2019 at 7 pm

18/76 **THE CHAIRMAN'S THANKS**

The Chairman said that there was no Part II agenda that evening. She wished to record congratulations to the Headteacher, all members of staff, the children and parents for their dedication and hard work in achieving such excellent results in the 2017/18 academic year.

The Chairman also wished to thank the members of the Governing Body for their commitment to the School. She said their generosity in giving their time, effort and expertise for the children's benefit was very much appreciated.

There being no further business, the meeting ended.

Chairman's Signature: *Alessia Errico*

Date: 20 September 2018