

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON MONDAY 19 SEPTEMBER 2016

FOUNDATION GOVERNORS

*Dr Alessia Errico (Chairman)
Father James Fasakin
*Father John McKenna
*Mr Peter Moger
4 x vacancies

ELECTED 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 OBSERVERS

Mrs Mary Ainger (Associate Headteacher)
Ms Sylvia Lehrian – Prospective Foundation Governor

In Attendance

Mrs Sheila Bennett (Clerk)

PART I

The meeting opened in prayer.

16/97 **WELCOME**

Gordon Fisher warmly welcomed the new Headteacher, Maureen Kelly; the two new Parent Governors, Jasmeet Fyfe and Rosana Hermosa, as well as Sylvia Lehrian, the Prospective Foundation Governor to the Governing Body. He thanked all Governors for their work for the good of the School.

16/98 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received and were accepted from Father James, who was not in the parish on Mondays.

16/99 **APPOINTMENT OF CHAIRMAN**

Nominations for the position of Chairman were then invited, and Alessia Errico was proposed. Upon a show of hands, the Governing Body **RESOLVED** unanimously that Alessia Errico be appointed as Chairman for the academic year 2016/17, or until her successor was appointed.

16/100 **APPOINTMENT OF VICE CHAIRMAN**

The Chairman invited nominations for the position of Vice Chairman and Casey Tolaini was proposed and was willing to stand. Upon a show of hands, the

Governing Body **RESOLVED** unanimously that Casey Tolaini be appointed Vice Chairman for the Academic Year 2016/17, or until her successor was appointed.

16/101 **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 Father James to complete and return his form.

Action: Clerk

16/102 **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 interest in the current agenda.

16/103 **PART I MINUTES OF THE MEETING DATED 13 JULY 2016**

The Part I minutes of the meeting held on 13 July 2016 were **CONFIRMED**, initialled and signed by the Chairman as a fair reflection of that meeting.

16/104 **MATTERS ARISING**

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

16/80 Matters Arising: Safeguarding, E-Safety & Data Protection The Associate Headteacher stated that all Governors were in the process of undergoing the enhanced Disclosure & Barring Service (DBS) check.

16/81 Report of the Headteacher: Social, Moral, Spiritual & Cultural (SMSC) Development The Headteacher explained that the School did not have its own school nurse any more. This valuable service, which had involved supporting the children in Yr 5 and Yr 6 about health matters, as well as assisting with the transition to secondary school, had been cut back due to the local authority (LA) budget restraints.

The Vice Chairman knew of a possible replacement, and the Headteacher would also speak to Laura Matteoni, the SENCO about this. A Governor suggested that parents might be willing to help. In answer to a question from a Governor, the Headteacher explained that this appointment would not be advertised because any replacement would not be employed; they would be undertaking the work as a friend to the School.

16/81 Report of the Headteacher: ICT Budget In answer to a query from a Governor, it was noted that the 3D printer, which had been a pioneering purchase at the time but was now no longer used, had not yet been sold. The Associate Headteacher confirmed that its sale was being promoted as a priority. She would take up a Governor's suggestion to contact Hewlett Packard in this regard.

Action: Associate Headteacher



16/84 Safeguarding, E-Safety & Data Protection The Associate Headteacher had not yet visited St John's CE School, N20 to look at this new on-line, data-protected site for recording safeguarding issues. She explained that the system in place at the School worked very well and she wanted to ensure that any change would be an improvement. It was confirmed, in answer to a question, that there would be a cost involved in changing current procedures to this online safeguarding site.

The Associate Headteacher confirmed that she and Jo Isaacs, Pastoral Lead, met regularly to go through any issues raised to ensure the safety of all the children in the school.

16/87 Training Link Governors' Report Governors were reminded of the INSET day on safeguarding to be held on 6 January 2017 from 9 am to 12 pm at the School. The Associate Headteacher would be emailing Governors further about this important training.

Action: Associate Headteacher

16/105 REPORT OF THE HEADTEACHER

The Headteacher had emailed her report to Governors prior to the meeting and copies were tabled.

Achievement

The Headteacher had provided internal results from the last academic year, together with the end of Key Stage 1 and Key Stage 2 outcomes. The end of Key Stage outcomes would be published. The Headteacher was very pleased to say that the children had performed well in all areas. Governors noted that these results would feed into the Self Evaluation Form (SEF) and would provide targets for the School Improvement Plan (SIP). The Headteacher had also listed the strengths and actions for each year group for the coming academic year, for Governors' information.

Phonics

The Headteacher highlighted that, at 80%, attainment in Phonics was in line with national averages, although the result was 15% below that of last year. She explained that this outcome was cohort specific. Governors noted that interventions were in place to help those children who had not achieved the pass mark this year.

Key Stage 1

Governors were pleased to hear that the combined results of Reading, Writing and Maths at this Key Stage were above the national average. The interventions, actions and focus on supporting specific children were noted.

Key Stage 2

The Headteacher highlighted the very strong performance in the combined results of Reading, Writing and Maths at this Key Stage.



Writing continued to be the subject that needed improvement, not just in the School but right across the borough. Governors heard that this discrepancy in the borough compared with national figures suggested that moderation of Writing in the borough was too rigorous compared with other boroughs. Teaching staff were being encouraged to look for more opportunities of where high marks could be found. Intervention groups to support pupils in Writing were in place, and the Literacy Leader was producing an action plan to be incorporated in the SIP.

Governors were pleased to note that 20% of children in this Key Stage were working at even greater depth in Writing.

The Headteacher confirmed, when questioned, that the School's results would be compared with the results of other local Catholic schools as well as other schools in the borough and nationally.

Special Educational Needs (SEN)

When questioned about the results of those children in Yr 6 with Educational Health Care Plans (EHCP), the Headteacher explained that while these children had made expected or better than expected progress, they were not able to reach the national average targets. It was noted that their results were included as part of the overall achievement of the School, even if the child concerned did not sit the test. Governors were aware that the results of a few children had a big effect on overall percentages. There were 11 children with an EHCP and their progress was measured to provide evidence of progress for Ofsted. The Associate Headteacher added that case studies followed these children through their school life to show their progress. A Governor commented that some schools used two sets of data.

School Roll

Governors noted the present total of 486 children out of 502 places. The numbers of children in each class were listed. It was explained that Yr 4 had 90 children because this year group had an additional class.

When questioned about the annual census, the Headteacher said that this would take place on 6 October 2016. It was hoped that more children would be admitted by that date since this would increase funding for the School.

Nursery Places

The total number of children in the Nursery was 38. A discussion took place on the number of places available in the Nursery; Governors wanted to know how to encourage more parents to take up places. The Headteacher replied that among the reasons why these places were not filled were because many working parents wanted a very early start and provision for the whole day, five days a week; none of which the School's Nursery could provide.

Consideration was being given to having a January as well as a September intake of Nursery children. Parish Priests were being asked to highlight the School's Nursery provision in their newsletters.



16/106 **SCHOOL IMPROVEMENT PARTNERSHIP**

The School was part of the FAB Partnership, which helped headteachers support each other. They met once every half term and the next meeting would be on 29 September 2016 at Queen Elizabeth's Boys' School. The schools involved were: Martin, Northside, Foulds, Christ Church, Whitings Hill, Monken Hadley and Woodridge Primary Schools, Underhill School, Grasvenor Infant (also in Partnership 1) and Queen Elizabeth's Boys' School.

The Associate Headteacher said that the FAB Partnership gave staff the opportunity to share good practice, ideas and to visit one another. Headteachers were able to offload worries and get advice in a confidential setting. The Headteacher added that support to the School was also provided by the three local Catholic schools.

16/107 **PUPIL PREMIUM**

Alessia Errico had been the Governor with responsibility for Pupil Premium last year. Governors heard that an extra £10,000 had been received above the allocation for 2015/16; this was due to adjustments that were made each September. The Headteacher said that this extra money was being spent on interventions such as the Lead Learners' project. This initiative helped vulnerable children improve their self-esteem and self-confidence and had provided interesting things for them to do over the summer break. A full list of interventions paid for by Pupil Premium funding was currently being updated on the website.

This academic year the Pupil Premium funding amounted to £95,920 which was based on the January 2016 census. There were 96 children in this category in the School and one Service child.

Father John joined the meeting.

16/108 **EVALUATION OF GOVERNORS' REMIT**

The Chairman stated that some Governor responsibility appointments needed to be filled, and a full discussion ensued. The following appointments were made:

Pupil Premium: Casey Tolaini

This category would also include children with an EHCP and vulnerable children. Following a discussion, it was decided not to have a specific Governor for the Highly Able Children as their progress was regularly reported to Governors and was discussed at Learning & Achievement and Governing Body meetings.

Training Link Governor: Jasmeet Fyfe

Jasmeet Fyfe would send out a new skills audit to Governors for completion as there had recently been many changes to the Governing Body.

Action: Jasmeet Fyfe



Safeguarding: Rosana Hermosa

It was noted that Rosana Hermosa had safeguarding experience and training to Level 3 through her work.

After a short discussion, it was decided that a separate Health & Safety Governor would not be appointed as this area of the School was the responsibility of the Premises Committee. Regular termly health and safety walks took place by committee members and the school keeper to ensure the safety of the children and staff.

RE Governor: Father John McKenna

Father John would oversee the religious education in the school.

New Governors wished to be as helpful as possible and discussion took place on how Governors could work together to best support the School. A further suggestion was made to evaluate their performance as Governors on a regular basis. The possibility of conducting a parents' audit of their skills and knowledge, to support the learning in the School, was also raised.

16/109 SAFEGUARDING, E-SAFETY & DATA PROTECTION

Governors noted that parents had been invited to an E-Safety Meeting at 9 am on Wednesday 28 September 2017. Governors wanted to make sure that as many parents as possible would attend. The Associate Headteacher said that this date had been highlighted to parents during Impact Meetings; it had been included in the newsletter and information on this important meeting was on the School's website. A further reminder would be published in this week's newsletter

16/110 REPORTS OF COMMITTEES

Admissions

This committee had not yet met.

Catholic Life

The minutes of the meeting held on 15 July 2016 had been circulated with the agenda and were noted. Arising from the minutes:

Mobile Phone Policy This policy had been discussed. The Headteacher would be looking through it and it would then be shared with Governors and parents prior to ratification. It was noted that ratification could be completed by email if necessary.

The next meeting of the Catholic Life Committee would be on 21 October 2016.

Learning & Achievement

This committee had not yet met.



Resources/Premises

This committee had not yet met.

16/111 ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP & TERMS OF REFERENCE

The Chairman explained that the Governing Body Information Pack had contained the terms of reference of committees. It was decided to separate these from the pack in order to reduce its size.

The composition of the committees was discussed, and the following changes were made:

Admissions Committee

Chair: Gordon Fisher, Headteacher, Peter Moger, Sylvia Lehrian + Mary Ainger.

Resources/Premises Committee

Chair: Peter Moger, Headteacher, Gordon Fisher, Alessia Errico, Sylvia Lehrian + Kim McKenzie, Business Manager.

Catholic Life Committee

Chair: Father John, Headteacher, Father James, Rosanna Hermosa + Mary Ainger and Jo Isaacs, Pastoral Lead.

Learning & Achievement Committee

Chair: Casey Tolaini, Headteacher, Jasmeet Fyfe, Ellie Carruthers + Mary Ainger and Laura Matteoni, SENCO.

The Chairman gave out the terms of reference to relevant committee members. These terms of reference would be the first item for ratification on the agenda of the next committee meetings.

Action: Committee Chairs

16/112 TRAINING LINK GOVERNOR'S REPORT

There was no report.

The Diocesan Training Programme had been emailed to all Governors previously and could also be accessed on line.

Governors were reminded that the Governor Development Programme was not available in booklet form any more. All training information was now online via the following link:

<https://www.barnet.gov.uk/wwc-home/information-for-schools/school-governors/governor-development-programme.html>



Governors were asked to take advantage of this training which was already paid for. New Governors were encouraged to attend the Induction Course for Newish Governors which were repeated termly. Any Governor wishing to join a course should email George Peradigou at: george.peradigou@barnet.gov.uk

Governors discussed whole-Governing Body training. The Headteacher suggested that training in the New Ofsted Framework would be very useful and undertook to contact Katie Dawbarn, the Learning Network Inspector (LNI) to try to arrange this.

Action: Headteacher

16/113 **GOVERNING BODY MEMBERSHIP**

Foundation Governor Vacancies

Governors noted that there would be vacancies for three Foundation Governors once Sylvia Lehrian had been appointed. A discussion ensued on other possible candidates for these posts, which the Headteacher would follow up.

Action: Headteacher

Father John undertook to put an appeal for Foundation Governors in his newsletter.

16/114 **EDUCATION & SKILLS DIRECTOR'S AUTUMN TERM 2016 REPORT**

This report was tabled. Governors were asked to note the following items:

Summary of 2016 Provisional Results Review

The summary of national assessment and examination results was noted.

Governance Self-evaluation Tool

Governors were informed of the request to complete the self-evaluation audit of governance by 16 December 2016. The Clerk undertook to send an electronic copy of this checklist to all Governors for information.

Action: Clerk

Special Educational Needs (SEN) Information Report

Governors noted the need to ensure that this report was updated annually and that SEN information was published on the website. The Code of Practice link and the summary of information to be included were also noted. The Headteacher confirmed that SEN Information Report had been published on the School's website.

The Prevent Duty: School Responsibilities and Ofsted Compliance

Governors were aware of the legal duty on schools to have a due regard to prevent people being drawn into terrorism. The forthcoming sessions of the Home Office Workshop to Raise Awareness of Prevent (WRAP) training were noted.



Governor Information to be Published on Edubase

Governors noted the new duty of maintained schools, from 1 September 2016, to provide governance information on Edubase.

Action: Associate Headteacher

Barnet Partnership for School Improvement (BPSI) Benefits

This information was noted.

16/115 **WHAT WAS THE IMPACT ON THE CHILDREN?**

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

- There had been a happy start to the new academic year with the whole school community welcoming Maureen Kelly, the new Head teacher.
- Safeguarding had been discussed at great length and the importance of appointing a Safeguarding Governor: Rosana Hermosa. Governors noted that Safeguarding was a standing item on the Catholic Life agenda. The E-Safety Meeting for Parents on 28 September 2016 had been highlighted.
- Pupil Premium funding had been considered and how the money was spent for the good of the children. Accountability was a priority; Casey Tolaini had taken on this responsibility. Pupil Premium information on the School's website was currently being updated.
- Father John McKenna had been appointed RE Governor to oversee the teaching of RE in the School.
- Health & Safety had been discussed and the Premises and Resources Committee responsibilities. These included the importance of regular health and safety walks to ensure the safety of children and staff in the School.
- The Mobile Phone Policy was being reviewed, with an emphasis on the need to get this 'right' prior to ratification and to share the policy with parents.
- Jasmeet Fyfe had been appointed as Training Link Governor. A new skills audit would be completed to make sure the Governing Body supported the children, staff and parents as effectively as possible.
- The Headteacher would speak to Laura Matteoni, SENCO, regarding the way forward to appoint someone to take on the role of school nurse.
- A discussion on parents' expertise included the possibility of an audit of their skills and knowledge to support the learning in the School.

16/116 **ANY OTHER BUSINESS**

Governing Body Information Pack

The Headteacher tabled information on the roles and responsibilities of Governors, which was part of this pack, so that each Governor could be completely familiar with it.

16/117 **DATES OF NEXT GOVERNING BODY MEETINGS**

The dates of the forthcoming meetings were **CONFIRMED**:


2nd Autumn Term Meeting: Tuesday 29 November 2016 at 7 pm
1st Spring Term Meeting: Thursday 19 January 2017 at 7 pm
2nd Spring Term Meeting: Thursday 30 March 2017 at 7 pm

The Chair of each Committee was asked to circulate the meeting dates to all Governors.

Action: Committee Chairs

16/118 **MOTION OF CONFIDENTIALITY**

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



Chairman
24-11-16.