

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 27 APRIL 2017

FOUNDATION GOVERNORS

*Dr Alessia Errico (Chairman)
Father James Fasakin
*Ms Sylvia Lehrian
Father John McKenna
*Mr Peter Moger
3 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

ASSOCIATE MEMBER

Ms Mariella Mansi

*denotes member present

NON-VOTING OBSERVERS

Mrs Mary Ainger (Deputy Headteacher)
Mr George Winterbourne – Prospective Foundation Governor

In Attendance

Mrs Sheila Bennett (Clerk)

PART I

The meeting opened in prayer.

17/53 WELCOME

The Chairman thanked all Governors for attending the first summer term meeting.

17/54 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies had been submitted and were accepted from Father John, Father James, and Francesca Giacon, prospective Foundation Governor. Jasmeet Fyfe and Casey Tolaini had also sent apologies as both had unexpected work commitments.

17/55 DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA

Gordon Fisher declared that his wife worked as a Barnet Partnership for School Improvement (BPSI) consultant for the School.

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

17/56 PART I MINUTES OF THE MEETING DATED 16 MARCH 2017

The Part I minutes of the second spring term meeting, held on 16 March 2017 were **CONFIRMED**, initialled and signed by the Chairman as a fair reflection of

that meeting, subject to a change in the word 1st to 2nd in the fifth line of item 17/47.

17/57 **MATTERS ARISING**

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

17/32 Matters Arising: School Improvement Plan (SIP) & Self Evaluation Form (SEF) The Headteacher said that the SIP was in the process of being analysed in conjunction with routeMAP. Pupil progress meetings were taking place over the next three weeks. The Senior Leadership Team (SLT) would be considering each child's progress individually, using class teacher input, all available data and by scrutinising the children's books. The SIP would be updated with accurate data on the percentage of pupils reaching Age Related Expectations (ARE) and this would then be sent to all Governors.

Action: Headteacher

17/32 Matters Arising: Education & Skills Director's Spring Term 2017 Report: Governance Handbook Update The Chairman was pleased to confirm that all Governors had accessed this link in respect of their updated roles and responsibilities.

17/32 Matters Arising: Training Link Governor's Report The Headteacher confirmed that all statutory Governor information was now on the School's website. This would be reviewed again at the end of the summer term.

17/36 Sports Premium A Governor enquired whether the Headteacher had made arrangements to have a Change 4 Life presentation at the School. She replied that a member of the local authority's (LA) Alive & Kicking team would be speaking to parents at a coffee morning on Wednesday 14 June 2017 about encouraging healthier life styles for their children. This would include the benefits of good nutrition and regular exercise. Three assemblies would also be held that day on the same theme for the children.

17/37 Evaluation of Governors' Remit The Chairman said that Jasmeet Fyfe, the Training Link Governor, had not yet updated the Governors' Skills Audit. A brief skills audit would be completed shortly, followed by a comprehensive one, to include the new Foundation Governors, in the early autumn term 2017. Governors noted that the LA had recently recommended that the National Governors' Association (NGA)'s skills audit should be used in future.

17/43 Training Link Governor's Report The Chairman reported that it had not been possible to arrange whole-Governing Body training on interpreting RAISEonline data and Ofsted with the Learning Network Inspector (LNI).

Information on a Data Analysis course for Primary Schools, which would be held at Finchley Catholic High School on Monday 12 June 2017 from 7 pm until 9 pm, had been sent to all Governors by the Chairman. The Chairman explained that, as only three or four Governors would be able to attend this training, attendees would be prioritised. There would be a further opportunity for other interested Governors to attend a similar course in the autumn term.

In response to a Governor's query, the Chairman confirmed that the School bought into the diocesan training as well as the LA's Governor Development Programme. Governors were reminded of the links:

Diocese Training: <http://schools.london.anglican.org/42/governor-courses>

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

The Chairman also reminded Governors of the LA's Annual Conference for Governors and Headteachers on Achieving and Maintaining Outstanding Governance. This would be held on Thursday 18 May 2017 from 1 pm until 6.30 pm at the BEST Hub. Any interested Governors were asked to let her know whether they wished to attend before 8 May 2017. Governors noted that the cost per school would be £90, and any number of Governors could attend.

17/58 **REPORT OF THE HEADTEACHER**

The Headteacher would be presenting her summer term report to Governors at the second Governing Body meeting, to be held on 11 July 2017.

17/59 **PUPIL PREMIUM**

The Chairman gave an update on Pupil Premium as Casey Tolaini, the Governor with responsibility for this area of the School, was unavoidably absent that evening. There were 70 children in the Pupil Premium category at present.

Governors noted that there were 38 children on the Special Educational Needs (SEN) Register. At present, 12 children had an Educational Health Care Plan (ECHP). Two more ECHP requests were ongoing, and another child was also expected to be accommodated at another school shortly. It was confirmed that these children were not necessarily in the Pupil Premium category.

The Headteacher spoke about the work of the speech and language therapist, who met parents and teaching assistants, and was currently working with 19 children in the Pupil Premium category across the Key Stages. When questioned about speech and language difficulties, the Headteacher explained that this did not necessarily refer to children in the English as an Additional Language (EAL) category; the therapy was used to support children with specific language and communication difficulties.

A short discussion took place on dyslexia. The Headteacher said it was often unhelpful to label children in this way as spelling difficulties were not necessarily due to dyslexia. She explained that these difficulties were addressed within the classroom using interventions such as the No Nonsense Spelling programme. Governors were pleased to hear that this was already having a beneficial impact.

Governors noted that new spelling interventions took place during afternoons and Wordshark provided spelling support for the whole school.

Rosana Hermosa had met Natasha Mirza, the specialist PE subject leader that term. She tabled her report on Sports Premium for April 2017, and gave an overview of the very impressive achievements by the children so far this academic year. These included the following results:

- Yr 5 children had come 7th in the Barnet Sports Partnership athletics competition;
- Yr 2, Yr 3 and Yr 4 children had come 1st in gymnastics; Yr 5 and Yr 6 had come 3rd. The School would represent the whole of Barnet in the London Heathrow Youth Games in July 2017.
- The girls' and boys' football teams for Yr 4, Yr 5 and Yr 6 had all performed excellently in recent matches at the London Youth Games at Crystal Palace, in the Barnet Borough Finals, and were through to the final in the Cup.
- In netball, Yr 5 and Yr 6 had won all their league matches. They had also come second in the Hi 5 Tournament recently against 20 other schools.

Rosana Hermosa also informed Governors that four Yr 6 sports captains had trained as School Bronze Ambassadors. They had undertaken four workshops: Olympic Values in Sport, Teamwork, Space, Task Equipment & People (STEP) and Virtual Challenges. A session for these children in March 2017 had been focused on planning sports events and how to promote them to others.

Governors wished to place on record their congratulations to the children on their outstanding sporting achievements. Rosanna Hermosa also tabled information from the Children's Newsletter on the website, written by the children themselves on the Keeping Active at School programme. This gave Governors an insight into the children's enthusiasm for PE and sport.

The Headteacher was very pleased to report that there was now a special focus throughout the School on PE and developing the children's love of different sports.

A Governor asked about the excellent results in gymnastics. The Deputy Headteacher explained that any child that showed an aptitude for a particular sport, such as gymnastics, was identified and encouraged to achieve their best.

Governors heard that all members of staff were involved in this initiative, not only supporting the children but also helping in other ways, such as covering lessons where necessary and driving children to events. Ellie Carruthers, the Staff Governor, said that the children were proud of their achievements and loved to celebrate them.

Rosanna Hermosa summed up discussion by saying that so much had happened in this area of the School recently that it was important to share this with the Governing Body. The Headteacher confirmed that the children's hard work was regularly celebrated in assembly, in the newsletter and on the School's website.

George Winterbourne asked whether the children continued to be more active and were being encouraged to move about more often during the school day. The Headteacher confirmed that this initiative continued and that a workshop for parents on this was planned.

17/61 **EVALUATION OF GOVERNORS' REMIT**

This matter had been fully discussed earlier in the meeting, under item 17/57.

17/62 **SAFEGUARDING, E-SAFETY & DATA PROTECTION**

Sylvia Lehrian, Governor with responsibility for Safeguarding, said that she and the Headteacher had attended the Safeguarding Level 3 training recently.

Sylvia Lehrian explained that, as she and Mariella Mansi were currently assisting with the interviewing of a member of the teaching staff, it had not been possible for her to continue with the personnel records' review at present. She would continue with this work later in the term.

The problems with the gates at the front of the School were discussed. The Headteacher confirmed that funds were in place to complete this work. Sylvia Lehrian spoke about plans to install a camera by the gates to increase security. This would assist staff in the school office at busy times when admitting people onto the premises.

17/63 **REPORTS OF COMMITTEES**

Catholic Life

The next meeting of this committee would take place on 9 May 2017.

Learning & Achievement

The next meeting of this committee would take place on 9 May 2017. Rosanna Hermosa was thanked for joining this committee.

Resources/Premises

Peter Moger gave an overview of the meeting held on 18 April 2017, the minutes for which would be circulated directly after the meeting.

Action: Clerk

School Budget Peter Moger was very pleased to inform Governors that the carry forward had risen to £230,000. This increase was due to some departmental funding not being spent; extra earnings from after-school clubs; and more money being earned from catering. The Headteacher was considering how this additional money could best be spent for the benefit of the children. These ideas would be shared at the next meeting of this committee.

LCVAP Funding Peter Moger regretted to say that the School was still waiting to hear about the LCVAP funding, as the release of money from the government to the

Diocese had been delayed. This would cause difficulties with contractors and would slow everything down.

School Maintenance Governors were pleased to hear of the improvements completed over the Easter break, which included the redecoration of the Yr 1 classrooms, creative areas, the dining room and toilets. The dining hall had been repainted, including doors and pillars. Plans were in place to redecorate two Yr 3 classrooms over the next half term break.

Cleaning Contract The Headteacher gave feedback on recent difficulties being experienced with this contract. A new contract would be put in place from December 2017. Two quotations had already been received and a third was awaited. Governors heard that strong management of the cleaners was very important to keep standards high. The Headteacher had recently insisted that all mop heads and cloths were replaced as they were inadequate to clean efficiently.

17/64 **PTA & ARTS/MUSIC HUB FUNDING**

Peter Moger reported that members of the Resources Committee had met to look at the structures in place at Underhill School, which were beautiful to look at with the added advantage of being environmentally friendly and energy saving. They could be built on site with a minimum of fuss. Governors heard that the negative side of having a similar structure was the prohibitive cost. It had been expected that this would be in the region of £200,000 but Peter Moger confirmed that this would almost certainly rise to £400,000 when the actual specification required had been decided.

Peter Moger said it would now be necessary to have a full meeting on the building of the Arts/Music Hub to decide exactly what was needed. He suggested that local builders could be approached to design a simple building with a kitchen, toilets and changing facilities, with doors opening onto the playing field. This could be fenced off to allow the School to make use of it for letting. When questioned, he agreed that a further alternative could be a portakabin.

The Chairman highlighted the need to communicate soon with parents and the PTA on this project. She would hold a meeting later in the summer term to explain why this project had not moved as quickly as the School would have liked.

When questioned about her meeting with the PTA, the Headteacher was pleased to say that the PTA Chairman had produced a final figure of £73,000. This sum did not include an expected donation of £6,800. Governors were very pleased to hear that the PTA had put forward an estimated fundraising figure of £80,000 for this academic year.

17/65 **RATIFICATION OF POLICIES**

There were no policies to ratify at present.

17/66 **SCHOOL IMPROVEMENT PARTNERSHIP**

The Headteacher had nothing further to report on the Partnership since the last Governing Body meeting, as they had not yet met that term.

17/67 **TRAINING LINK GOVERNOR'S REPORT**

The Chairman had covered forthcoming training opportunities, in the absence of Jasmeet Fyfe, Training Link Governor, earlier in the meeting under item 17/57.

17/68 **GOVERNING BODY MEMBERSHIP**

Foundation Governor Vacancies

The Chairman said that the appointments by the Diocese of George Winterbourne and Francesca Giacon as Foundation Governors were awaited.

She reminded Governors that this would leave one Foundation Governor vacancy. It had been decided to leave this post unfilled for the time being, pending the outcome of the comprehensive Governors' skills audit early in the autumn term 2017.

Foundation Governor Reappointment

Peter Moger's term of office would end on 31 August 2017. He was willing to continue, and was in the process of being reappointed by the Diocese.

17/69 **EDUCATION & SKILLS DIRECTOR'S SUMMER 2017 REPORT**

This report had been emailed to all Governors prior to the meeting, and the following items were noted:

1 Proposed Term Dates 2018 - 2021

The proposed term dates for 2018 – 2021 for community schools were included in the report as Appendix 1. These had been suggested by the London Inter-Authority Admissions Group (LIAAG) and were subject to consultation.

When questioned, the Headteacher confirmed that the School would stick as closely as possible to these dates.

2 Competency Framework for Governors

This item detailed the knowledge, competencies, skills and behaviours needed for effective governorship as published by the Department for Education (DfE). A Chairs and Vice Chairs Discussion Forum was planned for 20 June 2017 at the BEST Hub from 7 pm until 9 pm to discuss how this framework could be used most effectively.

3 Governance Handbook

Information was given on the changes in the new Governance Handbook, together with the Competency Framework for Governors (in the previous item) that had been published in January 2017.

The handbook was available at:

[:https://www.gov.uk/government/publications/governance-handbook.](https://www.gov.uk/government/publications/governance-handbook)

4 The Apprenticeship Levy

Full information was given on this new levy, which would only apply to schools that had a pay bill of more than £3m. For schools that would not pay the levy, the government would pay 90% of the cost of apprenticeship training and assessment. Governing bodies were being asked to consider an apprenticeship awareness programme, and decide if apprenticeships could support some existing staff by increasing their skills, or whether new staff could be recruited under this scheme.

5 Local Area Special Educational Needs & Disabilities (SEND) Review

Information on the new joint inspection framework by Ofsted and the Care Quality Commission (CQC) was given in this item. It was noted that the LA's SEND provision was being inspected by Ofsted at the present time, and that the inspector could inspect any school or setting in this regard.

6 Supreme Court Ruling: Regular Attendance & Term Time Holidays

This item reported on the recent ruling of the Supreme Court, and in particular paragraphs 40 and 41 from this ruling, which explained that the actions of a minority of parents had an impact on the school as a whole. Schools were reminded to continue to issue Fixed Penalty Notices to parents for their children's poor attendance as they had in the past. The LA would shortly notify schools of administrative changes in respect of processing.

The Headteacher confirmed, when questioned, that Fixed Penalty Notices had been issued to some parents. She spoke about the diligence of the attendance officer, who monitored the attendance of each child very carefully. This had ensured the excellent attendance rating for the School.

7 Annual Conference for Governors & Headteachers

Governors' attendance at this conference had been discussed earlier in the meeting under item 17/57.

8 Governor Skills Audit

The new Governance Handbook 2017 highlighted the need for governing bodies to carry out regular skills audits, taking into account the Competency Framework for Governance. A recommended example could be found at the National Governors Association (NGA) website, at www.nga.org.uk. This had been discussed earlier in the meeting under item 17/57.

17/70 WHAT WAS THE IMPACT ON THE CHILDREN?

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

- The emphasis on encouraging healthier lifestyles for the children continued, with Alive & Kicking hosting a coffee morning for parents and three assemblies for children on 14 June.

- Pupil Progress meetings were taking place now. Every child would be discussed individually and interventions would be put in place where needed. Data analysis would be carried out by all class teachers and the Senior Leadership Team (SLT).
- An update on Pupil Premium had included information on EHCPs, Speech & Language therapy and Wordshark. The positive impact on the children's knowledge of spelling through the No Nonsense Spelling initiative was also highlighted.
- A report on Sports Premium had celebrated the large number of sporting events in which the children had participated and the huge success they had achieved. The Children's Newsletter had emphasised, in their own words, their enthusiasm and love of PE.
- Safeguarding issues had been discussed, including changes to the School's gates to increase security. The Headteacher and Sylvia Lehrian had attended the Level 3 Safeguarding course recently.
- The healthier School Budget had been noted. The Resources Committee would revisit departmental areas.
- The School had benefited from repainting over the half term, and this programme to improve the children's environment would continue.

17/71 ANY OTHER BUSINESS

Governor Feedback

Sylvia Lehrian had recently undertaken lesson observations while assisting with the interviews for a member of the teaching staff. Governors heard that she had been very impressed with the children's knowledge, interaction, behaviour and enthusiasm as they enjoyed their learning. She also remarked on the pleasing impact of the recent changes to the School's uniform.

17/72 DATE OF NEXT GOVERNING BODY MEETINGS

The date of the 2nd Summer Term Governing Body meeting was **CONFIRMED:**

Tuesday 11 July 2017 at 7 pm

17/73 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.

