

GOVERNING BODY FOR ST CATHERINE'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 15 MARCH 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

PARENT GOVERNORS

*Miss Rosana Hermosa
*Mrs Casey Tolaini
1 x vacancy

STAFF GOVERNORS

*Miss Maureen Kelly (Headteacher)
*Mrs Eleanor Carruthers

LA GOVERNOR

Mr Gordon Fisher

*denotes member present

In Attendance

Mrs Sheila Bennett (Clerk)

PART I

The meeting opened in prayer.

18/28 **WELCOME & TRAINING ON GENERAL DATA PROTECTION REGULATION (GDPR)**

The Chairman welcomed everyone to the second spring term Governing Body meeting. She regretted to say that Jasmeet Fyfe, who was to have given the GDPR presentation that evening, had resigned as a Parent Governor on 8 March 2018, due to the pressure of increased commitments.

The Headteacher distributed a PowerPoint on the School's plans regarding the GDPR and gave an overview of it. Governors noted that GDPR, which would come into effect on 25 May 2018, would largely replace the Data Protection Act 1998.

The Headteacher was pleased to say that the School was already compliant with much of the new regulation. An audit had been carried out and plans were in place to write the GDPR Policy, the Fair Processing and Privacy Notices. Data protection statements would need to be updated. Models of these documents were readily available. In order to comply with the GDPR, a Data Protection Officer had to be appointed and a register for data breaches would be created. Governors heard that the consequences of breaching GDPR would be considerable.

Kim McKenzie, the Business Manager, had contacted companies such as ParentPay, RM Integrus, Capita and Medigold to ensure that their written agreements with the School were compliant with GDPR. The Headteacher would write to all parents informing them of the new policies and explaining the School's new legal obligations in respect of their data.

Staff would be trained in data security, data at home, sending data and breach reporting. The Headteacher and the Business Manager had completed the GDPR training. Governors would be able to attend courses at the Diocese of Westminster (the Diocese) and the local authority (LA).

The Vice Chairman asked about contacting parents in respect of Gift Aid. The Headteacher explained that this presented no problems as parents had already consented to be contacted by the School when their child was first admitted.

The Vice Chairman volunteered to take on Governor responsibility for GDPR. She suggested that it should be a standard agenda item under Safeguarding. The Clerk undertook to send the PowerPoint on GDPR to all Governors the following day.

Action: Clerk

18/29 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES OF ABSENCE**

Apologies for absence had been submitted and were accepted from Gordon Fisher, Father John McKenna and Father James Fasakin.

18/30 **DECLARATION OF PECUNIARY INTERESTS IN THE CURRENT AGENDA**

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

18/31 **PART I MINUTES OF THE MEETING DATED 31 JANUARY 2018**

The Part I minutes of the first spring term meeting, held on 31 January 2018, were **CONFIRMED** and signed by the Chairman as a fair reflection of that meeting.

18/32 **MATTERS ARISING FROM THE MINUTES**

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

18/03 Academy Status The Headteacher updated Governors on this matter. There had been no further meetings or information on the Diocese's proposal to form Catholic Academy Trusts (CATs) by 2020.

18/06 Matters Arising: Annual Register of Business Interests It was confirmed by the Headteacher that these forms had all been completed by Governors.

18/10 Pupil Premium (Exceptional Needs Funding) When questioned about the recent funding application to Panel, the Headteacher regretted that this had not been successful as the School had not been able to provide enough evidence. Governors heard that this had been due to the professionals not responding to the School's requests for assistance. The Headteacher had complained about this to the LA. A further application would be made once all appropriate reports from professionals had been received. Governors expressed their concerns about this poor service.

18/11 Sports Premium Governors noted that the PE learning walk had been re-scheduled from 5 March to Monday 19 March 2018. Everyone was warmly invited to attend to see the way Sports Premium funding was being used in the School.

18/12 Safeguarding, E-Safety & Data Protection The Headteacher confirmed that the Lockdown Procedures Policy had been ratified on 1 February 2018.

18/13 Reports of Committees: Learning & Achievement: School Improvement Plan (SIP) This document had been sent to all Governors directly after the meeting.

18/33 **REPORT OF THE HEADTEACHER**

This report had been sent to Governors prior to the meeting. Governors were asked for any questions.

School Roll

Governors noted that there were currently 498 children on roll. Four places remained to be filled. The Headteacher confirmed, when asked, that there were 50 non-Catholic children in the School. In reply to a further question, she explained that the vacancies related to spaces in the Nursery, where only limited slots were now available to parents.

Staffing

The Headteacher updated Governors on recent changes to staffing. An advertisement had been placed for an Assistant Headteacher/Inclusion Leader and a Computing Leader. A new teacher had been appointed to start in September 2018.

Governors noted that, following the resignation of Cathy Lewis, a new Office Manager had been appointed to start after the Easter Break. A new Administration & Admissions Officer would also be starting after Easter.

Parents would be given updated information on all staff changes soon.

Leavers' Initial School Places

Governors considered this information. The high number of children transferring to Finchley Catholic High was noted. When questioned, the Headteacher said that the four Loreto College, St Albans places had all been taken up and there was a waiting list.

A discussion ensued on changes to local secondary schools, academies and selective schools.

Autumn Term Data

Full information on the progress of the children since September 2017 was given in the report. This data covered each year group and every category of the children in Reading, Writing and Maths. Governors heard that, as there was often some regression after the summer break, the spring term progress information was expected to show a greater rate of improvement and achievement.

The strengths and areas of development for the Early Years Foundation Stage, (EYFS), Key Stage 1 and Key Stage 2 were noted.

Governors thanked the Headteacher for this very comprehensive information.

Unofficial One-Way System around Local Roads

The Headteacher said that a one-way system in the locality of the School was being trialled with the help of volunteer parents. The aim was to reduce pollution and avoid bottle-necks that made the children late for school. Governors noted that this initiative had caused some adverse reactions from a few parents.

A discussion ensued on how parents' parking behaviour could be improved. The practice of other schools was considered but Governors rejected the 'naming and shaming' of parents who frequently parked poorly. The Headteacher confirmed, when questioned, that regular reminders were given to parents not to park illegally as this could endanger the safety of the children.

Special Educational Needs & Disabilities (SEND) & Inclusion

Governors noted that there were 46 children receiving SEND support and 11 children with an Educational Health Care Plan (EHCP).

Governors were concerned about the increasing level of need in comparison with other schools. The Headteacher explained that it was a big step for parents to send their child to a special school, even though the child might benefit from provision that would address their individual needs. Governors were aware of the parents' right to name a particular school on their child's EHCP.

Exclusion & Discrimination Reports

Governors noted the two fixed term exclusions that term.

When questioned, the Headteacher explained that the discrimination incident had been satisfactorily resolved. It had not been a major incident, and had involved two children.

Parental Communication

A Governor challenged the Headteacher to explain how the School communicated with parents on their children's progress.

The Headteacher replied that parental consultations took place in the autumn term. Parents were able to see their children's work, find out how well they were settling into the class and the progress being made.

In the spring term, parents received a written report from the class teacher. This gave information on the strengths and areas of development of their children, in order to meet their targets at the end of the academic year.

In the summer term parents were invited to the Open Evening, where they were able to look through the children's books at their leisure. A teacher was in each class to answer any questions. Parents were also able to tour the School and look at the books and displays of children in different year groups. This was a very informal evening. Governors were pleased hear that parental feedback to the Open Evening had been positive. Parents had not felt as rushed as when they previously spoke to their child's teacher in a ten-minute slot. They also enjoyed seeing the School as a whole and the work of children of all ages.

The Headteacher said that, at the end of the academic year, a single-page report was sent to parents to show them their children's actual achievement.

School Improvement Plan (SIP) & Self Evaluation Form (SEF)

Governors had been sent updated copies of these with the agenda and were asked to become familiar with these documents. The Chair remarked on the very positive outstanding judgement in the SEF.

18/34 **RATIFICATION OF THE SCHOOL BUDGET 2018/19**

Governors had received the Consistent Financial Reporting (CFR) framework and a summary of the School's budget for consideration prior to the meeting.

Peter Moger gave an overview of the budget for the 2018/19 financial year. The Headteacher, Business Manager and the Resources Committee had prepared the budget and had examined it line by line. Peter Moger explained that, regarding income, the worst-case scenario was used. It was expected that more funding might become available later in the year.

The key point for Governors to note was that expenditure exceeded income in this budget. There was not enough funding to keep the School operating at its present level. To mitigate this, part of the £111,029 brought forward from 2017/18 would be used to balance the 2018/19 budget. This would leave a contingency of £23,915 for the 2018/19 financial year.

Governors were informed that the School was in a very fortunate position not to have to prepare a deficit budget. They noted that 2019/20 was expected to be a very challenging year financially, as the level of funding was expected to fall further.

Peter Moger said that the School had spent money on the building in the past when more funding had been available. This had been the right thing to do as the premises was in a sound condition.

Peter Moger wished to record thanks to Anita O'Neill, the School's Accountant, for her conservative management of the School's finances. Kim McKenzie, the Business Manager, was also thanked for her assistance.

Following full consideration, the 2018/19 School budget was **RATIFIED**.

18/35 **PERFORMING ARTS HUB UPDATE**

The Chairman said that the School still awaited confirmation by the council on the ownership of the land. Planning permission had also been applied for. Parents would be given an update on this matter soon.

Action: Chairman

Peter Moger updated Governors on the successful bid for LCVAP funding from the Diocese. It was noted that £120,000 had been granted for Roofing & Associated Works. It was hoped that some funding from the Associated Works funding could be used for groundworks and services related to the Performing Arts Hub project.

18/36 **EVALUATION OF GOVERNORS' REMIT**

There was nothing to report.

18/37 **PUPIL PREMIUM**

Francesca Giacon, the Pupil Premium Governor, reported back on an excellent training course she had attended that term on Pupil Premium. Examples of good practice by other schools and the latest research on successful teaching strategies had been discussed. The Headteacher highlighted that the effective deployment of teaching assistants and encouraging children to work independently had the greatest impact on the progress of their learning.

Francesca Giacon had met Lisa Aldridge, Assistant Headteacher, after half term. The Pupil Premium Strategy Statement 2017/18 had now been completed and was on the website. This statutory document gave a complete overview of Pupil Premium, including current attainment, desired outcomes and planned expenditure. This would be updated at the end of July 2018, when the review of expenditure and the estimated impact of this funding would be assessed.

The Headteacher said that the number of children in this category was increasing and there were now 78 children in receipt of this funding. It was noted that these children did not necessarily have a special educational need.

Francesca Giacon undertook to circulate some information on the course to all Governors.

Action: Francesca Giacon

18/38 **SPORTS PREMIUM**

Rosana Hermosa, Governor with responsibility for Sports Premium, had met Miss Hoctor, the PE, Sports Premium & Healthy Living Lead earlier that week. She was delighted to report that this funding had been doubled. A further £20,000 would be added to Sports Premium funding for 2018/19. An INSET for PE had taken place on 19 February 2018.

Governors heard of the Maths of the Day initiative, to get the children more active during these lessons. The School had bought into the 5-A-Day TV resource, which promoted routines and exercises in short bursts to break up lessons and increase activity throughout the day.

Mr Reilly, the Sports & PE Instructor, was working on improving the skills of the newly-qualified teachers (NQT). Mr Pagnotta, the Sports Apprentice, worked alongside Mr Reilly.

Rosana Hermosa spoke about the children's increased activity and achievements in sport that term. The football team were through to the cup final, to be held after Easter.

Governors heard of the success of the netball team. They wanted to know how the School encouraged the children to excel in this sport. The Headteacher said that the School was lucky to have a wide field to choose from. Sixty children undertook netball trials and only 20 were chosen to support the teams. The children did netball training at lunchtimes before matches as well.

The children had performed very well at the Dance Festival. In the summer term there would be an Athletics Day at Copthall School and the children would be training for this.

Governors heard that all the children ran one kilometre each day; their progress was tracked and they were getting faster and faster.

Governors wanted to know if this increase in exercise was having a beneficial impact on the children's learning as well as on their health. The Headteacher replied that it was difficult to isolate it but it was hoped that it would.

Rosana Hermosa highlighted the PE learning walk on Monday 19 March 2018, to which all Governors were warmly invited.

18/39 **SAFEGUARDING, E-SAFETY & DATA PROTECTION**

Sylvia Lehrian, Safeguarding Governor, was thanked for taking on responsibility for GDPR. She had met the Headteacher earlier that week to go through safeguarding issues relating to personnel. Minutes of this meeting would be circulated to Governors.

18/40 **REPORTS OF COMMITTEES**

Catholic Life

Rosana Hermosa, the Chair of this committee, reported on a learning walk led very ably by children of different ages. Governors had focused on Rights Respecting Schools in Reception, Yr 1, Yr 4 and Yr 5. They had looked at the charters created by the children, which were agreements based on the United Nations (UN) Convention on the Rights of the Child (CRC). The prayer tables were also inspected.

Rosana Hermosa said that Governors had been very impressed with the children's confidence, enthusiasm and articulate responses to questions. The displays in each classroom relating to children's rights globally, such as the right to clean water, were excellent. Governors also noted the displays about the Thought for the Month.

Learning & Achievement

Casey Tolaini reported on the learning walk held the previous week, with a focus on language modelling. Groups of children of all ages were working on various topics using examples of this. Governors were able to see how teaching staff encouraged and motivated the children. Talking Partners, an initiative to improve communication, speaking and listening of the children, had also been demonstrated.

Governors had met the School Parliament (Rights & Respecting Steering Group) in the library for questions and an informal chat. Casey Tolaini said it was apparent that the children appreciated how special the School was. The behaviour and engagement of the children in their learning was exceptionally good.

The Vice Chairman regretted that she had been unable to attend the learning walk. She asked whether Governors had been able to see the Behaviour Policy being implemented, Casey Tolaini replied that the children had been asked about this and were fully aware of it.

Resources

The minutes of the meeting held on 6 March 2018 had been circulated with the agenda and were noted.

18/41 **RATIFICATION OF POLICIES**

There were no policies to ratify.

18/42 **SCHOOL IMPROVEMENT PARTNERSHIP**

The Headteacher had given an update on the FAB Partnership in her report. A Directory of Good Practice had been completed, with contact details of experts in each area of the curriculum. Shared training opportunities were noted.

Governors were pleased to hear of the English & Maths Challenge Day at Queen Elizabeth's Boys' School on 20 June 2018 and assistance from Subject Leaders at The Totteridge Academy.

A further meeting of the FAB Partnership would take place the following week.

18/43 **TRAINING LINK GOVERNOR'S REPORT**

Rosana Hermosa was thanked for volunteering to become the Training Link Governor following the resignation of Jasmeet Fyfe. Her role would be to encourage Governors to improve their skills and to keep a record of their training.

18/44 **GOVERNING BODY MEMBERSHIP**

Forthcoming Parent Governor Election

The Chair thanked Jasmeet Fyfe for her contribution to the School over the past two years. Sadly she had been unable to continue due to increased commitments. A Parent Governor election would be held in the summer term.

Forthcoming Staff Governor Election

The term of office of Eleanor Carruthers would end on 28 May 2018. A staff Governor election would be held in the summer term.

Action: Clerk

Foundation Governor Vacancies

The Vice Chairman was following up a possible candidate to fill one of the Foundation Governor vacancies.

18/45 **WHAT WAS THE IMPACT ON THE CHILDREN?**

- The Vice Chairman highlighted the very positive feedback from the two learning walks undertaken that term, which had focused on the children individually and the School as a whole. Governors had met the School Parliament and were able to hear the children's views. They had also discussed the Rights Respecting Schools initiative with them. A learning walk to see how the children benefited from Sports Premium funding was planned for the following week.
- Governors had been impressed with the progress the children were making, as shown in the Autumn Term data.
- Parents and the School were working together on a one-way system to try to make the roads surrounding the school safer for the children.
- The children's success in football and netball competitions, and in improving their running skills, had been celebrated by the Governing Body.

18/46 **ANY OTHER BUSINESS**

There was no other business.

18/47 **DATES OF NEXT GOVERNING BODY MEETINGS**

The dates of the summer term Governing Body meetings were **CONFIRMED:**
Wednesday 23 May 2018 at 7 pm
Thursday 5 July 2018 at 7 pm

18/48 **DATES OF NEXT COMMITTEE MEETINGS**

Catholic Life:	Friday 11 May 2018 at 11 am
Learning & Achievement:	Tuesday 1 May 2018 at 6 pm
Learning Walk:	Friday 15 June 2018 at 10 am

18/49 **FORTHCOMING EVENTS**

The following events were noted:

- A Coffee Morning for Parents would be held the following day.
- On Monday 21 May 2018 everyone was invited to come and enjoy a school lunch with the children.
- All Governors were invited to come to the Open Day on Friday 6 July 2018. The agenda for this would be sent out nearer the time.
- Governors were also invited to the Open Afternoon on Tuesday 10 July 2018 from 3.30 pm until 6 pm. There would be an opportunity to look at the children's books and displays around the School.

The Chair reminded Governors to check the calendar on the School's website for information on events.

18/50 **MOTION OF CONFIDENTIALITY**

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

Ellie Carruthers left the meeting at this point.

Chairman's Signature: *Alesia Erica*

Date: 16 July 2018

