

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Governing Body

Held on 9 May 2018

Governors Present	Foundation: Nick Brennan, Fr Derek Hyett, Paul Mokwenye, Diane Porter Staff: Sean Flood (Headteacher) Parents: Silvia Ullmayer, Susan McFarland-Lyons LA: Julian Vennis
Guests/ Observers	Aoife O'Grady (Deputy Headteacher) Judyta Ruminska, Sarah Woodhouse (Assistant Headteachers)
Apologies	Derek Vitali (Chair), Cecilia Amadasun, Theresa Garnett
Clerk	Susan Moyse
Abbreviations	HLT (Hackney Learning Trust), EYFS (Early Years Foundation Stage), SIP (School Improvement Partner), SDP (School Development Plan), SEND Special Educational Needs and Disability, EHCP (Education, Health & Care Plan), CPD (Continuing Professional Development), HLTA (Higher Level Teaching Assistant), SLT (Senior Leadership Team), GDPR (General Data Protection Regulations), CAMHS (Children & Adolescent Mental Health Service)

MINUTES*Preceded by meetings of the Resources and Curriculum & Standards Committees**Paul Mokwenye (Vice Chair) in the chair*

1	Prayer, welcome and apologies													
1.1	Prayer & Welcome The Vice Chair opened the meeting at 7.50pm welcoming all present, especially new LA governor Julian Vennis. The Headteacher led the governors in prayer.			ACTION										
1.2	Apologies Apologies for absence were received from Derek Vitali (Chair), Cecilia Amadasun, Theresa Garnett and condolences were offered. The Chair hoped to arrive during the meeting should his earlier commitment allow.													
2.	Governing Body Organisation													
2.1	There were no declarations of interest in item on this agenda.													
2.2	The register of business/ pecuniary interest was updated as necessary. Julian Vennis declared his interest as a Director of International Partnerships World City Links, a company which specialised in coordinating international educational learning opportunities. His company had previously traded with this school (e.g. hosting international visitors in 2017)													
2.3	The current membership had been circulated to all governors.													
2.4	Link governor roles had been agreed previously													
	<table><tr><td>RE</td><td>Fr Derek Hyett</td></tr><tr><td>Numeracy</td><td>Nick Brennan</td></tr><tr><td>Reading</td><td>Cecilia Amadasun</td></tr><tr><td>Writing</td><td>Diane Porter</td></tr><tr><td>IT/Social Media</td><td>Susan McFarland-Lyons</td></tr></table>	RE	Fr Derek Hyett	Numeracy	Nick Brennan	Reading	Cecilia Amadasun	Writing	Diane Porter	IT/Social Media	Susan McFarland-Lyons			
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	HASGA	Derek Vitali		
	Safeguarding:			
	Child Protection	Derek Vitali		
	Health & Safety	Paul Mokwenye		
	SEND	Silvia Ullmayer		
3.	Minutes			
3.1	Governors agreed the accuracy of the minutes of 7 February 2018.			
3.2	Matters arising			
	There were no matters arising not covered elsewhere.			
3.3	There was no Chair's Action to report.			
4.	Headteacher's Report			
	The Head's report had been circulated in advance of the meeting. Governors had read the report and they noted in particular:			
4.1	RE Self Evaluation			
	The inspection was now overdue and could be at any time. The S48 SEF had been circulated. This version had been updated (page 12) with current activities. Governors asked whether the numbers as well as percentages of children could be included but the Head advised that the SEF format was a fixed template. The updated SEF was agreed .			
4.2	Staffing			
	A Nursery teacher had been appointed. Job descriptions had been reviewed and and SW recruited as Assistant Head.			
4.3	Wellness			
	Sarah Woodhouse updated governors:			
	<ul style="list-style-type: none"> School taking part in CAMHS partnership project (with Anna Freud Centre charity) Working with staff to improve children's wellbeing and mental health 			
	Governors asked about the following:			
	Governor Question	School Response		
	Will this replace 'mindfulness' approach?	No. This is a trial of a specific separate project. It is externally funded.		
	Are both primaries and secondaries involved?	Yes. At this school only one day per half term. Starting point is an audit and looking at school priorities		
4.4	School Improvement Partner Report			
	Governors received the SIP report (Visit 2 – Teaching and Learning) which again judged this aspect of the school 'outstanding'. The next visit would be in June, focusing on leadership and management.			
4.5	Continuing Professional Development			
	Governors noted that the Head had made reference to the variable quality of some twilight moderation sessions. He explained that at times these could be overlong and somewhat unfocused. These sessions had been the exception rather than the rule.			
4.6	Child Protection/ Safeguarding			
	Governors noted the detailed CPOMS report and were pleased to hear that staff were finding the system helpful.			
4.7	PTA (Parent Teacher Association)			
	Thanks to the PTA for their excellent events.			
4.8	Pupil Attendance			
	Attendance at 96.91% i.e. above national average 96%. Main problem is term time holidays. Persistent Absence is low at 2.94% compared to 8.7% nationally. Poor attendance is key driver for underachievement.			

	<table><tr><th>Governor Question</th><th>School Response</th></tr><tr><td>Could more fines be issued? Is it the school's responsibility or HLT?</td><td>The team at HLT was being reduced from 12 to 2 officers. New warning letters system in school (suggested by HLT). The fine is not prohibitive to many because families make savings on the cost of their holiday</td></tr><tr><td>Causation/ correlation with underachievement?</td><td>Very close correlation at this school.</td></tr></table>	Governor Question	School Response	Could more fines be issued? Is it the school's responsibility or HLT?	The team at HLT was being reduced from 12 to 2 officers. New warning letters system in school (suggested by HLT). The fine is not prohibitive to many because families make savings on the cost of their holiday	Causation/ correlation with underachievement?	Very close correlation at this school.		
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Causation/ correlation with underachievement?	Very close correlation at this school.								
4.9	School Security Survey								
	<p>The Headteacher shared the results of the recent parent survey. Governors noted:</p> <ul style="list-style-type: none">75 out of 77 parents responding agreed that the school 'has a warm, friendly and secure atmosphere'76 agreed that their 'child feel[s] safe in school'Lowest score – 47 agreed that 'satisfactory parking arrangements were in place and would you like to see greater controls outside the school'. 21 replied 'not sure' <p>Governors noted that:</p> <ul style="list-style-type: none">Older children have badges rather than hi-vis for school tripsNursery children have hi-visHi-vis ordered for staff in playground – helpful for children to know who to approach								
	<p>The Head concluded his report by paying tribute to the late Philippa Toomey, former Chair of Governors, who had died in March.</p> <p>Governors thanked the Head for his report, noting in particular the breadth of the curricular and extracurricular opportunities.</p>								
5.	Governor Items								
5.1	Link Visit Report: Numeracy (25 April)								
	<p>Nick Brennan referred to his written report (previously circulated). Governors noted:</p> <ul style="list-style-type: none">Second visit – with Ms O'Grady and Mr RookFocus on Pupil PremiumCompared PP and non-PP children's booksReviewed assessment methods – Hamilton/ Rising StarsMastery approachPP numbers high in e.g. Year Six (13 children) but much lower in earlier years – funding will therefore be reducingGenerally, non PP children doing better than PP in Years 1-4PP doing better Years 5-6 at age expected (i.e. not Greater Depth)Interventions include additional adults e.g. Year 6 has 5 staff, including members of SLTLearning / good practice from other schoolsNext meeting possible focus on middle attainers								
6.	Policies and Other Documents								
6.1	General Data Protection Regulations (GDPR)								
	<p>The Head and Vice Chair thanked Susan McFarland-Lyons for her input to the GDPR process. The school had purchased 'Groupwise' compliance software via London Grid for Learning (LGfL) for £186 p.a. The price was fixed for two years, rising to £250 in the third year. Theresa Garnett was to be the named Data Protection Officer. The school had circulated the following documents before the meeting:</p>								

	<ul style="list-style-type: none"> • Freedom of Information Procedures • Data Protection Policy • Privacy Notice <p>Governors were assured that staff had been briefed about their duties. The Governing Body approved these documents.</p>		
6.2	Noted that the Resources Committee had approved the Controls Assurance Statement 2017/18 for signature. The governing body ratified this decision.		
6.3	The Head reported that the necessary policies had been uploaded to the website and a rolling programme of review was in place.		
7.	Reports from Committees		
7.1	<p>Curriculum & Standards Committee Governors received the minutes of the 7 February Curriculum & Standards committee meeting.</p> <p>All governors present had attended the committee immediately prior to this meeting. The minutes would follow.</p>		
7.2	<p>Resources Committee Governors received the minutes of the resources committee meeting held on 7 February.</p> <p>The committee had met again before this meeting. They had noted a year end surplus of £43k from 2017/18. They had recommended that the GB approve the budget plan as circulated with the meeting papers. It was noted that the school was forecasting a balanced in year budget for 2018/19, a small deficit the following year and a significant deficit by 2020. The Committee had learned from the Finance Consultant that this position was common and was to be expected as future funding was not known. Committee minutes to follow.</p> <p>Agreed to approve the 2018/19 budget as recommended by the Resources Committee.</p>		
8.	<p>Briefing Papers</p> <p>Governors had all received links to the following documents:</p>		
	<ul style="list-style-type: none"> • Governance Handbook https://www.gov.uk/government/publications/governance-handbook • Competency Framework Link as above • Keeping Children Safe in Education (new edition expected Sept) https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 		
9.	Governor Training		
	<p>The governing body noted the training on offer from the Diocese, HLT and other providers which had been emailed to all governors. Governors were reminded that costs would be met by the school.</p> <p>Governors had just taken part in an Ofsted preparation session (at the C&S Committee).</p> <p>Agreed that Susan McFarland-Lyons and Paul Mokwenye arrange to attend a GDPR briefing if possible.</p>		S McF-L and PM attend GDPR briefing if possible
10.	Any Other Business		
10.1	None		

11.	Dates for Governing Body and Committee Meetings		
	Weds 3 October 2018/ Weds 6 February 2019/ Weds 8 May 2019 Resources Committee 6.00pm Curriculum & Standards Committee 7.00pm Governing Body to follow the Curriculum & Standards Committee		

There was no confidential business. The Vice Chair thanked all for attending and he closed the meeting at 8.50pm.

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse

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