

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Governing Body

Held on 4 October 2017

Governors Present		Foundation: Derek Vitali (Chair), Nick Brennan, Paul Mokwenye, Cecilia Amadasun, Fr Derek Hyett Staff: Sean Flood (Headteacher) Theresa Garnett Parents: Silvia Ullmeyer-Sylvester, Susan McFarland-Lyons LA: ---
Guests/ Observers		Aoife O'Grady, Deputy Headteacher
Apologies		Diane Porter
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)

MINUTES*Preceded by meetings of the Resources and Curriculum & Standards Committees**Derek Vitali in the chair*

1	Prayer, welcome and apologies		ACTION
1.1	Prayer & Welcome The Chair opened the meeting welcoming all present, especially the new Parish Priest, Derek Hyett who was awaiting confirmation as a foundation governor.		
1.2	Apologies Apologies for absence were received from Diane Porter.		
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 completed by those present for 2017-18.		
2.3	The current membership had been circulated to all governors. It was noted that Collins Ogundayisi's membership as LA governor had expired due to non-attendance. Fr Derek Hyett was awaiting confirmation as a foundation governor.		
2.4	Code of Conduct Agreed (i) to adopt the NGA model Code of Conduct, while recognising that this was a Catholic school, (ii) to check whether there was a specific Code of Conduct for Catholic Schools		Clerk to check for Catholic CoC
2.5	Committee membership and terms of reference Agreed as circulated		
2.6	Link governor roles Agreed as follows:		

	RE	Fr Derek Hyett		
	Numeracy	Nick Brennan		
	Reading	Cecilia Amadasun		
	Writing	Diane Porter		
	IT/Social Media	Susan McFarland-Lyons		
	HASGA	Derek Vitali		
	Safeguarding:			
	Child Protection	Derek Vitali		
	Health & Safety	Paul Mokwenye		
	SEND	Silvia Ullmayer-Sylvester		
3.	Minutes 3 May 2017			
3.1	Governors agreed the accuracy of the minutes of 3 May 2017.			
3.2	Matters arising			
a.	Security A number of security improvements had been made (reported to Resources Committee). The floodlights would follow.			
b.	Academy Status The Head had advised the Diocese of the Governing Body's decision.			
3.3	The Chair had taken no urgent action since the last meeting, however he wished to note two matters: <ul style="list-style-type: none"> a. A number of children's scooters seemed to have been left on the premises over the summer holidays b. Thanks to Ms O'Grady and Ms Glass who had helped a visitor taken ill on the school premises 			Theresa Garnett to check scooters
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	Staffing structure A second assistant Head post (EYFS and ICT) had been recruited to aid recruitment and retention. This was not be an additional person but an increase of responsibilities. Other responsibilities would be reviewed during the performance management process. Agreed to circulate anonymised PM report follow (Head to circulate)			
4.2	Thematic review A senior HMI Had identified the school as one of the top hundred schools nationally for work in urban areas and was subject to a thematic review. The report was to be published on the Ofsted website.			
4.3	SIP (School Improvement Partner) Report The visit 3 SIP report (summer 2017) had been circulated with the meeting papers. The school had been graded outstanding in all areas through both self-evaluation and HLT evaluation.			
4.4	Safeguarding Governors noted the Child Protection statistics. They were assured that the Single Central Record was up to date and countersigned following spot checks by the Head and Chair. It was agreed to keep the detail regarding the SEN report and admissions/exclusions confidential.			
5.	Governor Items			
5.1	Parent Communications The parent governors explained that some parents had raised questions with them that the school might be able to address. The Head circulated a list of current parent involvement initiatives. Governors discussed: <ul style="list-style-type: none"> • Communications incl social media 			

	<ul style="list-style-type: none"> • Parent forums • Governor surgeries • Teacher accessibility to parents • Parent surveys – this year on RE <p>It was agreed to hold a parent governor surgery and review the response.</p>		Parent governors / Head to liaise about a surgery
5.2	Years 5 and 6		
	<p>Governors discussed the staffing arrangements in upper key stage two:</p> <ul style="list-style-type: none"> • Changes in teaching staff • Different staff deployed • Consistency of support staff <p>The Head circulated a history of the school's teacher turnover and assured governors that staffing was relatively stable; there was no rising trend in the school and it was not unusual in the area. Governors noted that outcomes were the highest in the borough.</p>		
6.	Policies		
6.1	The RE policy and Section 48 SEF had been approved by the Curriculum Committee.		
6.2	Noted that the admissions policy had been updated but was substantially unchanged. This was agreed .		
6.3	<p>It was agreed to adopt the following:</p> <ul style="list-style-type: none"> • Code of financial practice • Charging • Best value • Pay policy 		
7.	Reports from Committees		
7.1	Curriculum & Standards Committee Governors received the minutes of the 3 May 2017 Curriculum & standards committee meeting. All governors present had attended the curriculum & standards committee prior to this meeting. The minutes would follow.		
7.2	Resources Committee Governors received the minutes of the resources committee meeting held on 3 May 2017. The committee had met again before this meeting – minutes to follow.		
8.	Briefing Papers		
	<p>Governors had all received a link to:</p> <ul style="list-style-type: none"> • DfE governance handbook and competency framework https://www.gov.uk/government/publications/governance-handbook • Keeping Children Safe in Education https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf 		
9.	Governor Training		
	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.		
10.	Any Other Business		
	None		

11.	Dates for Governing Body and Committee Meetings		
	4 October 2017 / 7 February 2018 / 9 May 2018 Resources Committee 6.00pm Curriculum & Standards Committee 7.00pm Governing Body to follow the Curriculum & Standards Committee		

There was no confidential business and the meeting ended at 8.30pm.

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse

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