

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Governing Body

Held on 5 October 2016

Governors Present	Foundation: Derek Vitali (Chair), Nick Brennan, Paul Mokwenye, Cecilia Amadasun, Fr Michael Daley Staff: Sean Flood (Headteacher), Theresa Garnett Parents: Silvia Ullmayer-Sylvester, Susan McFarland-Lyons LA: vacancy
Guests/ Observers	Aoife O'Grady, (Deputy Headteacher) Gwynfor Hood (Deputy safeguarding lead) – item 4.6
Apologies	Justina Oligbo, Collins Ogundayisi and Diane Porter
Clerk	Theresa O'Hagan
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 Committees

Derek Vitali in the chair

1	Prayer, welcome and apologies	ACTION
1.1	Prayer & Welcome The Chair opened the meeting welcoming all present and governors prayed together.	
1.2	Apologies Apologies for absence were received from Justina Oligbo, Collins Ogundayisi and 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 updated.	
2.3	The current membership was noted. It was agreed <ul style="list-style-type: none"> To complete details for website. The Head reported that the website was now managed in-house and was fully compliant To appoint Collins Ogundayisi as LA nominated governor. The Head would check that his training was up to date To have a two-year term of office for the post of chair and vice chair To elect Derek Vitali as chair and Paul Mokwenye as vice chair until the first meeting of the academic year 2018-19 	Governors to provide info Head to check training
2.4	Agreed to adopt the NGA model Code of Conduct for governors which had been circulated with the meeting papers.	
2.5	Agreed to adopt the Committee Terms of Reference which had been circulated.	

Committee membership was **agreed** as follows:

Resources	Curriculum & Standards	Admissions
Paul Mokwenye (Chair)	Derek Vitali (Interim Chair)	Any 3 non-staff governors
Sean Flood	Sean Flood
Derek Vitali	Cecilia Amadasun
Nick Brennan	Nick Brennan	
	Fr Michael Daley	
	Theresa Garnett	
	Paul Mokwenye	
	Susan McFarland-Lyons	
	Justina Oligbo	
	Diane Porter	
	Silvia Ullmayer-Sylvester	
All governors welcome to attend. Clerk: Susan Moyse		

2.6 Link governor roles

Agreed that all link governors should visit their counterpart in school and produce a report to be circulated to Governors for summer term meeting. This is an OFSTED requirement. Terms of reference for link governors to be set.

The following roles had been agreed at the previous meeting:

RE	Fr Michael Daley
Numeracy	Nick Brennan & Susan McFarland-Lyons
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

Head to set ToR for link govs. All link govs to visit & report (Clerk for agenda)

3. Minutes

3.1 Governors **agreed** the accuracy of the minutes, including confidential business, of the governing body meeting on 4 May 2016 and these were signed by the Chair.

3.2 Matters arising

Governor Training

Derek Vitali, the Chair, had completed safeguarding training

3.3 The Chair had taken no urgent action since the last meeting.

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 changes, including:

Judyta Ruminska Asst Head – staff CPD and compliance co-ordinator

Natalie O'Donovan returned from Maternity Leave and now 0.6 Nursery teacher

4.2 SFF (Single Funding Formula) – Delayed

4.3 Academies – Diocesan information produced September – now obsolete. New information on academies and grammar schools available on diocesan website – available to all.

4.4 Website: The school has taken control of website totally. All new info and monitoring to be done by Sean Flood, Sarah Woodhouse and Kathy Glass. Now fully compliant and moving towards outstanding.

4.5 Data

- Four key indicators:
 - Early Years – 84% GLD- 2nd in Hackney
 - Phonics – 100% - joint top in Hackney
 - KS1 – 100% top in Hackney
 - KS2 – Reading/ Writing/ Maths combined – 53% nationally, school 80%
- Strongest outcomes school has had.
- Aoife O'Grady Theresa Garnett noted that 2016 SATs tests very difficult – very strong cohort.
- Question: What % were greater depth?
- HT: nearly half at 43% got greater depth
- Noted Year 1 – a very young cohort
- 97.2% attendance
- Data all strong for future Phenomenal set of data – a tribute to all staff.

4.6 Safeguarding

- DFE document 'Keeping children safe in education' - All staff and Governors to read part one of document available on school website. Big changes, now a culture of safeguarding and school must be compliant.
- Safeguarding not just about abuse but takes in harm, danger, security and risks and hazards. Governors to ask HT on regular basis for updates.
- Summer term CONFIDENTIAL ** children were being monitored
- Autumn Term:
 - CONFIDENTIAL ** being monitored very serious
 - CONFIDENTIAL ** on Child Protection list
 - CONFIDENTIAL ** looked after child
 - CONFIDENTIAL ** with police or social services involvement
- Key safeguarding staff:
 - Sean Flood – Safeguarding Lead
 - Gwynfor Hood – Deputy Lead
 - Aoife O'Grady – Deputy Lead
 - Theresa Garnett – Deputy Lead
- The Chair advised that governors need to be aware in a precise way. If not up to date, the school could fail OFSTED so a knowledge & understanding of Safeguarding was essential.
- All staff to complete on-line training by end of October 2016.

- Gwyn Hood joined meeting 7.35pm to talk about Educare on-line training for Governors. To be completed by all Governors by 30 November 2016. Miss Ruminska to send reminders to absent Governors.

All govs to take Educare training. JR to invite absent govs

4.7 Summer events went very well in particular fantastic Yr 6 end of year play.

4.8 Admissions

Derek Vitali reported 2015-16 appeals hearings were very challenging. Encouraged all Governors to support Diane Porter in this very challenging role. Appeals panel appeared not very organised. The Chair has made his feelings clear to Hackney Learning Trust. The school has 30 places in total for Reception class admissions, all appeals were based on distance, the further away the home address is the less chance of success. Total of 4 appeals, with 3 in favour of the school and 1 in favour of parent. The Reception Class remains at 30 as a child did not take up original offer as that family moved away.

4.9 Premises- New staging in Hall. Funded via HT external work with OFSTED and Diocese.

4.10 Finances reported on at Resources Committee meeting.

4.11 Academy Status - At a recent Diocesan meeting HT attended, the discussion was on academies versus grammar schools – more information to come via Diocese.

4.12 Oktober Fest:

All invited to attend Curriculum evening and Oktober Fest, on Friday 14/10/2016.

Governors noted that the school would not be providing a crèche.

5. Policies

It was **agreed** to adopt the following policies:

- Admissions
- Pay
- Appraisal
- Capability
- Grievance
- Absence
- Code of Financial Practice & Scheme of Delegation
- Procurement Card Procedures

6. Reports from Committees

6.1 Curriculum Committee Governors received the minutes of the 4 May curriculum committee meeting. All governors present had attended the curriculum & standards committee prior to this meeting which had included a presentation of the annual SIP report. The minutes would follow.

6.2 Resources Committee Governors received the minutes of the Resources committee meeting held on 2 February. The committee had met again before this meeting and had been pleased to learn that the budget was on track with a year-end surplus forecast despite an in-year deficit of £4k.

Head to submit budget plan to LA

7. Briefing Papers

Governors had all received a copy of the Clerk's briefing and links to the Governance Handbook and the updated guidance on Keeping Children Safe in Education (September 2016).

8. Governor Training

The governing body noted the training on offer from the Diocese, HLT and other providers. **Agreed** to consider membership of the National Governors Association.

JR to circulate

Governors attending training were reminded to inform the clerk for the central training record.

9. Any Other Business

- 9.1 Sylvia Ullmayer-Sylvester asked about MINDSET. AOG/TG explained that it launched with a poster campaign in Year 6. Focus on learning behaviours. Amazing transition from Yr 5 to 6. Star of the week assembly to be replaced with mindset & mastery assembly on Fridays, rewarding effort & resilience.
- 9.2 Dojo link – all classes now using the system.
- 9.3 Liturgies - all up to date.

10. Dates for Governing Body and Committee Meetings

Wednesday 1 February 2017

Wednesday 3 May 2017

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 7.50pm

Signed (Chair) -----

Date _____

Minutes prepared by Theresa O'Hagan

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