

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Governing Body

Held on 3 May 2017

Governors Present	Foundation: Derek Vitali (Chair), Nick Brennan, Paul Mokwenye, Cecilia Amadasun, Fr Michael Daley, Diane Porter Staff: Sean Flood (Headteacher) Theresa Garnett Parents: Silvia Ullmeyer-Sylvester, Susan McFarland-Lyons LA: ---
Guests/ Observers	Aoife O'Grady, Deputy Headteacher
Apologies	Cecilia Amadasun, Fr Stewart Keeley
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		
1.2	Apologies Apologies for absence were received from Cecilia Amadasun and Fr Stewart Keeley. Collins Ogundayisi was absent.		
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 had been circulated to all governors and was noted .		
3.	Minutes 1 February 2017		
3.1	Governors agreed the accuracy of the minutes of 1 February 2017.		
3.2	Matters arising		
a.	Membership Noted that Nick Brennan, Fr Michael Daley and Paul Mokwenye's terms of office were due to expire on 31 August. Agreed that the Head check with the Diocese about renewing Foundation Governors term of office. <i>Clerk's note: The expiry dates had been incorrectly recorded and were actually 31 August 2018</i>		
b.	Admissions Agreed Headteacher to seek meeting with HLT admissions team about preparing for admissions appeals.		HT to seek meeting with Admissions

c.	Kitchen Governors noted that following re-inspection, the kitchen had been re-graded with 5 stars. Governors agreed to congratulate the kitchen staff.	HT to congratulate kitchen staff
d.	SEN Governors requested a breakdown of SEN income and expenditure. Agreed to provide report.	HT to circulate report on SEN inc & exp
3.3	The Chair had taken no urgent action since the last meeting.	
4.	Chair's Item After discussion, it was agreed (i) that the Chair would undertake a health and safety walkaround, and (ii) that the Headteacher review security of doors / access to the school. The HT reported that the issue of security on Saturdays had been resolved.	Chair/ HT to carry out H&S walk HT review security / access
5.	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:	
5.1	Staffing Two teachers leaving in summer, both vacancies filled following good recruitment process. Support staff absence in term time could be arranged in exceptional circumstances (paid or unpaid) at HT discretion.	
5.2	Child Protection Introducing a RAG rating system including low level data. Trialling new cloud-based software.	
5.3	Religious Life Governors asked about a new RE lead. The Head said that this would be arranged as soon as practicable. It was important to have leadership well embedded before a S48 inspection. Governors also asked about a reduction in reference requests for Catholic secondary schools. The Head wondered if there were fewer confirmations and he added that as the quality of Hackney secondary education improved more families were choosing local, non-denominational schools. 14 out of 27 Yr 6 were going to non-Catholic schools. Fr Michael suggested that the parish needed to build closer links with the school and families. It was noted that the two Hackney Catholic secondary schools were increasing their outreach and marketing. Governors discussed the admissions criteria for reception in this school and whether it could be extended to pick up other, more active Catholic families.	
5.4	Premises Clever Touch screens had been installed over Easter. The 'Daily Mile' track was prepared and children (and staff) were starting to use it. Fencing completed. News awaited from the Diocese about bid for other works	
5.5	Curriculum Governors asked whether the recent change in tone at Ofsted would affect the school. The Head said that science, humanities and the arts would all have to be outstanding if a school was to be judged outstanding overall. He was confident about the provision at this school.	
5.6	Link Governors Reports had been made to the Curriculum Committee.	
5.7	Budget 2017/18 Papers had been circulated to all governors and discussed in the earlier Resources Committee. The governing body agreed to ratify the budget plan as	

	recommended by the Resources Committee. They thanked Theresa O'Hagan for her work in balancing the budget.		
6.	Academy Status		
	<p>The Chair reported that he had attended a Diocesan meeting in March where the draft MAT structure had been shared (this had been circulated to all governors). The Head reported that the school had since been asked to provide e.g. financial data. Schools were now being asked to express an interest in joining a Diocesan MAT. Governors discussed:</p> <ul style="list-style-type: none"> • Generally Hackney's Catholic HTs do not want to pursue academy status at this time • Requirement for 50% non-faith based admissions (in new schools) has been lifted • Pupil recruitment, strengthening Catholic secondary education • Possible timeline • Benefits not clear – majority schools already good or outstanding <p>The governors agreed unanimously that the school did not wish to join a MAT at this time and wished to retain Voluntary Aided status.</p>		
7	Reports from Committees		
7.1	Curriculum & Standards Committee Governors received the minutes of the 1 February curriculum & standards committee meeting. All governors present had attended the curriculum & standards committee prior to this meeting which had included a presentation on literacy throughout the school. The minutes would follow.		
7.2	Resources Committee Governors received the minutes of the resources committee meeting held on 1 February. The committee had met again before this meeting – minutes to follow.		
8.	Policies		
	None		
9.	Briefing Papers		
	<p>Governors had all received a link to:</p> <ul style="list-style-type: none"> • the DfE governance handbook and competency framework https://www.gov.uk/government/publications/governance-handbook 		
9.	Governor Training		
	<p>The governing body noted the training on offer from the Diocese, HLT and other providers.</p> <p>Governors attending training were reminded to inform the clerk for the central training record.</p>		
10.	Any Other Business		
	None		
11.	Dates for Governing Body and Committee Meetings		
	<p>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</p>		

There was no confidential business and the meeting ended at 8.40pm

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse

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