

## OUR LADY &amp; ST JOSEPH CATHOLIC PRIMARY SCHOOL

## Meeting of the Governing Body

Held on 7 February 2018

|                          |  |  |
|--------------------------|--|--|
| <b>Governors Present</b> |  | Foundation: Derek Vitali (Chair), Nick Brennan, Paul Mokwenye, Cecilia Amadasun, Diane Porter<br>Staff: Sean Flood (Headteacher) Theresa Garnett<br>Parents: Silvia Ullmeyer-Sylvester, Susan McFarland-Lyons<br>LA: Vacancy (see below)   |
| <b>Guests/ Observers</b> |  | Aoife O'Grady (Deputy Headteacher)<br>Judyta Ruminska, Sarah Woodhouse (Assistant Headteachers)  |
| <b>Apologies</b>         |  | Fr Derek Hyett   |
| <b>Clerk</b>             |  | Susan Moyse  |
| <b>Abbreviations</b>     |  | 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) |

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

|            |   |                           |  |               |
|------------|---|---------------------------|--|---------------|
| <b>1</b>   | <b>Prayer, welcome and apologies</b>  |                           |  | <b>ACTION</b> |
| <b>1.1</b> | <b>Prayer &amp; Welcome</b><br>The Chair opened the meeting welcoming all present, especially members of the SLT who would be attending GB meetings. Prayers had been said earlier.                                     |                           |  |               |
| <b>1.2</b> | <b>Apologies</b><br>Apologies for absence were received from Derek Hyett.   |                           |  |               |
| <b>2.</b>  | <b>Governing Body Organisation</b>  |                           |  |               |
| <b>2.1</b> | There were no declarations of interest in item on this agenda.  |                           |  |               |
| <b>2.2</b> | The register of business/ pecuniary interest was updated as necessary.  |                           |  |               |
| <b>2.3</b> | The current membership had been circulated to all governors.<br>It was <b>agreed to appoint</b> Julian Vennis as LA governor. He had hoped to attend this meeting but had not been able to because of work commitments. |                           |  |               |
| <b>2.4</b> | Link governor roles had been agreed at the previous meeting:  |                           |  |               |
|            | 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 Ullmeyer-Sylvester |  |               |

| 3.                                | Minutes   |                   |  |                                   |  |                   |   |  |  |
|-----------------------------------|---|-------------------|--|-----------------------------------|--|-------------------|---|--|--|
| 3.1                               | Governors <b>agreed</b> the accuracy of the minutes of 4 October 2017.  |                   |  |                                   |  |                   |   |  |  |
| 3.2                               | Matters arising   |                   |  |                                   |  |                   |   |  |  |
| a.                                | <b>Governors Code of Conduct (Item 2.4)</b><br>The Clerk confirmed that there was a specific Code of Conduct for Catholic Schools which could be considered for the new school year   |                   | Clerk for autumn agenda                                |                                   |  |                   |   |  |  |
| b.                                | <b>Performance Management Anonymised Data (Item 4.1)</b><br>The Head had included this in this term's Headteacher's Report.   |                   |  |                                   |  |                   |   |  |  |
| 3.3                               | The Chair had taken no urgent action since the last meeting, however he continued to meet with the Head for their regular meetings.   |                   |  |                                   |  |                   |   |  |  |
| 4.                                | <b>Headteacher's Report</b><br>The Head's report had been circulated in advance of the meeting. Governors had read the report and they noted in particular:   |                   |  |                                   |  |                   |   |  |  |
| 4.1                               | <b>Standards</b><br>The school's EYFS curriculum had been referenced in the Ofsted booklet 'Bold Beginnings'.   |                   |  |                                   |  |                   |   |  |  |
| 4.2                               | <b>Staffing</b><br>Attendance had been difficult over the previous weeks with a number of operations, illnesses and bereavements affecting both teachers and support staff. Governors asked how classes had been covered. The Head said that absences had been covered by HLTAs and SLT and no classes had been split.  |                   |  |                                   |  |                   |   |  |  |
| 4.3                               | <b>School Funding</b><br>Governors asked about school funding. The Head said there had been no further news from government. The 2018/19 budget was approx 2% lower. This school was in a relatively good position; the Head was aware of redundancies in other schools.  |                   |  |                                   |  |                   |   |  |  |
| 4.4                               | <b>Performance Management</b><br>Governors <b>received</b> the confidential report, noting that pay decisions had followed a rigorous PM process.   |                   |  |                                   |  |                   |   |  |  |
| 4.5                               | <b>Safeguarding</b><br>The school's Safeguarding Team had been reviewed to include the Head, the Deputy, Ms Garnett and Mr Hood. The group was meeting half termly and RAG (red amber green) rated the children on file. The CPOMS recording system was very effective – any adult can input information which is passed to the safeguarding team. Governors discussed the implications of GDPR (General Data Protection Regulations) for the recording system. It was <b>agreed</b> to have a link visit on this topic (Paul Mokwenye, Silvia Ullmeyer, Derek Vitali and the Safeguarding Team). |                   | Chair / Head to organise link visit with group of govs |                                   |  |                   |   |  |  |
| 4.6                               | <b>Enrichment / Visits</b><br>Governors were impressed by the amount of activities on offer. They noted especially the visits from teachers and pupils from China.  |                   |  |                                   |  |                   |   |  |  |
| 4.7                               | <b>Pupil Attendance</b><br>The school had been obliged to pay for the Hackney Education Welfare service level agreement (SLA) during a child protection case. The Head assured governors that the school had been vigilant throughout.<br><br>Governors asked:  |                   |  |                                   |  |                   |   |  |  |
|                                   | <table><tr><th>Governor Question</th><th>School Response</th></tr><tr><td>Are term time holidays a problem?</td><td>Yes. School does contact parents and follow up</td></tr><tr><td>Are fines issued?</td><td>Occasionally. Schools must now check unauthorised holidays in the context of regular attendance</td></tr></table>   | Governor Question | School Response  | Are term time holidays a problem? | Yes. School does contact parents and follow up | Are fines issued? | Occasionally. Schools must now check unauthorised holidays in the context of regular attendance |  |  |
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| Are term time holidays a problem? | Yes. School does contact parents and follow up  |                   |  |                                   |  |                   |   |  |  |
| Are fines issued?                 | Occasionally. Schools must now check unauthorised holidays in the context of regular attendance   |                   |  |                                   |  |                   |   |  |  |

|            |  |  |  |
|------------|--|--|--|
|            | Governors thanked the Head for his report and <b>agreed</b> to keep the details therein confidential.  |  |  |
| <b>5.</b>  | <b>Governor Items</b>  |  |  |
| <b>5.1</b> | <b>Parent Communications</b>   |  |  |
|            | <p>Silvia Ullmeyer and Susan McFarland-Lyons reported on the governors/ parents coffee morning:</p> <ul style="list-style-type: none"> <li>• Good number of parents attended</li> <li>• Overall very positive</li> <li>• Questions included e.g. <ul style="list-style-type: none"> <li>○ School dinners</li> <li>○ Spanish in KS2</li> <li>○ Timetabling</li> <li>○ Daily mile</li> <li>○ Transition (to secondary school) day</li> <li>○ Feeding into out of borough Catholic schools</li> <li>○ Handwriting</li> <li>○ Holidays in term time</li> <li>○ School funding</li> </ul> </li> <li>• The parent governors had answered what they could and referred other questions to the Head</li> <li>• Subsequently the parent governors had met with the Chair, Head and Deputy</li> </ul> <p>Governors discussed:</p> <ul style="list-style-type: none"> <li>• Whether to repeat the event, perhaps termly</li> <li>• Whether questions could be submitted in advance</li> <li>• Whether a member of staff could attend in future</li> </ul> <p>It was <b>agreed</b> to consider uploading the FAQs to the school website.</p> |  | <p><b>S McF-L to liaise with Head re FAQs on website</b></p> |
| <b>6.</b>  | <b>Policies and Other Documents</b>  |  |  |
| <b>6.1</b> | On the recommendation of the Resources Committee, the Governing Body <b>approved</b> the School Financial Value Standards self-evaluation for submission to the local authority.   |  |  |
| <b>7.</b>  | <b>Reports from Committees</b>   |  |  |
| <b>7.1</b> | <b>Curriculum &amp; Standards Committee</b> Governors received the minutes of the 4 October Curriculum & standards committee meeting. All governors present had attended the curriculum & standards committee immediately prior to this meeting. The minutes would follow.   |  |  |
| <b>7.2</b> | <b>Resources Committee</b> Governors received the minutes of the resources committee meeting held on 4 October. The committee had met again before this meeting – minutes to follow.   |  |  |
| <b>8.</b>  | <b>Briefing Papers</b>   |  |  |
|            | <p>Governors had all received a link to:</p> <ul style="list-style-type: none"> <li>• DfE governance handbook and competency framework<br/> <a href="https://www.gov.uk/government/publications/governance-handbook">https://www.gov.uk/government/publications/governance-handbook</a></li> <li>• Keeping Children Safe in Education<br/> <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf</a></li> </ul>  |  |  |

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|------------|--|--|--|
| <b>9.</b>  | <b>Governor Training</b>   |  |  |
|            | 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. |  |  |
| <b>10.</b> | <b>Any Other Business</b>  |  |  |
| 10.1       | <b>Noted</b> that the Diocese was continuing to encourage schools to consider joining a Catholic Academy Trust. This governing body had voted against in May 2017.                               |  |  |
| 10.2       | <b>Noted</b> that HLT was pursuing a school partnership 'Hackney Schools Group'. The Head referred governors to the HLT documents 'Vision Statement' and 'Questions & Answers'.                  |  |  |
| <b>11.</b> | <b>Dates for Governing Body and Committee Meetings</b>   |  |  |
|            | <b>4 October 2017 / 7 February 2018 / 9 May 2018</b><br>Resources Committee 6.00pm<br>Curriculum & Standards Committee 7.00pm<br>Governing Body to follow the Curriculum & Standards Committee   |  |  |

There was no confidential business. The Chair thanked all for attending, especially the Senior Leadership Team, and he closed the meeting at 7.50pm.

Signed (Chair) -----

Date \_\_\_\_\_

Minutes prepared by Susan Moyse

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