

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

## Meeting of the Governing Body

Held by video conference and at the school

5 May 2021

**EXCL CONF**

<b>Governors Present</b>	Foundation: Paul Mokwenye (Chair) Staff: Sean Flood (Headteacher), Theresa Garnett Parents: Michelle Hogan-Tricks LA: Julian Vennis (Vice Chair) Associate member: Rapture Orafu
<b>Guests/ Observers</b>	Aoife O'Grady (Dep Head) Judyta Ruminska, Sarah Woodhouse (Asst Heads) Rosanna Harries (Curriculum Leader) Theresa O'Hagan (School Business Manager) Louise Campion (Finance Consultant)
<b>Apologies</b>	Cecilia Amadasun, Diane Porter
<b>Clerk</b>	Susan Moyse
<b>Abbreviations</b>	LAC (Looked After Children), HLT (Hackney Learning Trust), LA (Local Authority – Hackney Council), EYFS (Early Years Foundation Stage), KS1 (Key Stage One – Years 1-2), KS2 (Key Stage Two – Years 3-6), 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), CAMHS (Children & Adolescent Mental Health Service), GDPR (General Data Protection Regulations), CES (Catholic Education Service), RCDOE (Roman Catholic Diocese of Westminster), SFVS (School Financial Value Standard), GLD (Good Level of Development – expected level at end of EYFS), RWM (Reading, Writing and Maths Combined)

**MINUTES**

*Due to the pandemic, there would be no committee meetings this term. Resources and Curriculum & Standards matters had been included in the main GB agenda.*

*Paul Mokwenye in the chair*

		<b>ACTION</b>
<b>1.</b>	<b>Prayer, Welcome and Apologies</b>	
<b>1.1.</b>	<b>Prayer and welcome</b> Paul Mokwenye opened the meeting at 6.35pm welcoming all present and leading the governors in prayer.	
<b>1.2.</b>	<b>Apologies</b> Cecilia Amadasun and Diane Porter had set apologies for absence.	
<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>	Governors had been asked to complete the register of business/ pecuniary interest (2020-21) by email.	<b>Clerk to send reminder</b>
<b>2.3.</b>	<b>Membership</b> The current membership had been circulated to all governors. The	

	foundation vacancies were noted. Noted that Rapture Orafu had joined the Resources Committee. He and Kendra Owusu had expressed an interest in becoming link governors for Health and Safety.						
<b>3.</b>	<b>Minutes</b>						
<b>3.1.</b>	Governors <b>agreed</b> the accuracy of the minutes of the 10 February 2021 meeting.						
<b>3.2.</b>	<b>Matters arising (not covered elsewhere)</b> None						
<b>3.3.</b>	<b>Chair's action</b> None to report						
<b>4.</b>	<b>School Reports</b>						
<b>4.1.</b>	<b>Year End 2020-21</b>						
	Louise Campion referred governors to the Year End report. It showed a carry forward (surplus) of £64,625. At 4.6% of relevant budget this was well within the allowable limit. The VAT history (£1k) was to be clarified with the local authority (LA). Theresa O'Hagan explained that the surplus was larger than anticipated as it had been difficult to stick to the budget plan during the pandemic plus there had been additional income de-delegated from the LA. The statement would be submitted to the LA.						
<b>4.2.</b>	<b>Budget planning 2021-22</b>						
	LC and TOH referred to the three year draft budget plan as circulated. Governors noted: <b>Income</b> <ul style="list-style-type: none"> <li>• In year balance</li> <li>• Pupil numbers forecast – budgeting for a full reception class</li> <li>• SEN declining</li> <li>• PPG unchanged (as advised – may change)</li> <li>• School-generated income budgeted as 2019-20</li> <li>• NAHT Headteacher income 50% to school budget</li> <li>• No exceptional grants budgeted at this point</li> <li>• Catch Up grant £4k for summer term</li> </ul> <b>Expenditure</b> <ul style="list-style-type: none"> <li>• Increased by £45k on 2020-21</li> <li>• Increasing staff costs due to staff pay inflation and movement up scales</li> <li>• E03 – additional Teaching Assistant</li> <li>• E14 – additional cleaner</li> <li>• E16 – previous electricity underpayment (accrued)</li> <li>• E22 – insurance and telephone cost savings</li> <li>• E26 - Agency</li> </ul>						
	<b>Key Performance Indicators (KPI)</b> <ul style="list-style-type: none"> <li>• 77% budget spent on staff – well within guidelines</li> <li>• Leadership proportionately higher than other schools – small school, experienced staff</li> <li>• Roll – 8 children down in Reception – risk approx £50k</li> </ul>						
	Governors discussed:						
	<table border="1"> <thead> <tr> <th><b>Governor Question</b></th> <th><b>School Response</b></th> </tr> </thead> <tbody> <tr> <td>Problem with electricity readings/ smart metering?</td> <td>Glitch in company's system led to previous underestimates. Planning to move to local authority bulk</td> </tr> </tbody> </table>	<b>Governor Question</b>	<b>School Response</b>	Problem with electricity readings/ smart metering?	Glitch in company's system led to previous underestimates. Planning to move to local authority bulk		
<b>Governor Question</b>	<b>School Response</b>						
Problem with electricity readings/ smart metering?	Glitch in company's system led to previous underestimates. Planning to move to local authority bulk						

		contract but cannot move while old bill outstanding							
	Governors thanked LC and TO'H for their reports. Having taken account of the three year forecast, the governing body <b>agreed</b> the 2021-22 budget plan for submission to the local authority.								
<b>4.3.</b>	<b>Headteacher's report</b>								
	The Head referred to his written report and appendices which had been circulated for governors' consideration in advance of the meeting. He highlighted in particular:								
<b>a</b>	<b>Policies</b> The listed policies had been reviewed by the Chair and were available on the website. Governors were asked to approve by email.		<b>Head / all govs</b>						
<b>b</b>	<b>Work Life Balance</b> An unusually high percentage of children (approx one third) had attended during lockdowns. Staff had been required to provide lessons both in real life and online. Noting that budget had been made available, it was <b>agreed</b> to award all staff a one-off honorarium of £250.		<b>Head/ TO'H</b>						
<b>c</b>	<b>Reception Roll</b> Encouraging applications as only 22 registered for September. Governors raised the following points:								
	<table border="1"> <thead> <tr> <th>Governor Question</th> <th>School Response</th> </tr> </thead> <tbody> <tr> <td>Are faith schools worse affected by falling rolls?</td> <td>In Hackney the Orthodox Jewish and Muslim schools are full. Community and Church schools both suffering from falling rolls. Population leaving London due to Covid19 (e.g. home working) and Brexit.</td> </tr> <tr> <td>Is there anything that the governors can do?</td> <td>Hackney Education is reviewing provision. School and class closures in neighbouring boroughs.</td> </tr> </tbody> </table>	Governor Question	School Response	Are faith schools worse affected by falling rolls?	In Hackney the Orthodox Jewish and Muslim schools are full. Community and Church schools both suffering from falling rolls. Population leaving London due to Covid19 (e.g. home working) and Brexit.	Is there anything that the governors can do?	Hackney Education is reviewing provision. School and class closures in neighbouring boroughs.		
Governor Question	School Response								
Are faith schools worse affected by falling rolls?	In Hackney the Orthodox Jewish and Muslim schools are full. Community and Church schools both suffering from falling rolls. Population leaving London due to Covid19 (e.g. home working) and Brexit.								
Is there anything that the governors can do?	Hackney Education is reviewing provision. School and class closures in neighbouring boroughs.								
<b>5.</b>	<b>Reports from Committees, Working Parties and Link Governors</b> There had been no committee meetings since the last full governing body meeting. Committees would be re-convened after the Covid19 crisis. There were no other governor reports.								
<b>6.</b>	<b>Policies and Other Documents</b>								
<b>6.1.</b>	See Head's report above								
<b>6.2.</b>	There were no other documents / policies for review								
<b>7.</b>	<b>Briefing Papers</b> Governors had all received links to the following documents.								
	<ul style="list-style-type: none"> <li>Governance Handbook <a href="https://www.gov.uk/government/publications/governance-handbook">https://www.gov.uk/government/publications/governance-handbook</a></li> <li>Competency Framework Link as above</li> <li>KCSIE - Keeping Children Safe in Education <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> </ul>								

<b>8.</b>	<b>Governor Training</b>						
	The governing body noted the training on offer from the Diocese, Hackney Education and other providers which had been emailed to all governors. Governors were reminded that costs would be met by the school and, because there was a bulk purchase arrangement in place, they were encouraged to attend the Hackney courses in particular.		<b>All govs to attend training</b>				
<b>9.</b>	<b>Any Other Business</b>						
	<table border="1"> <tr> <td>Will there be parent consultation evening this term?</td> <td>Yes. Likely June. Hoping can be face to face. Assessments are underway.</td> </tr> <tr> <td>Is catch up provision available to all?</td> <td>Prefer term 'recovery'. Resources directed to those most in need.</td> </tr> </table>	Will there be parent consultation evening this term?	Yes. Likely June. Hoping can be face to face. Assessments are underway.	Is catch up provision available to all?	Prefer term 'recovery'. Resources directed to those most in need.		
Will there be parent consultation evening this term?	Yes. Likely June. Hoping can be face to face. Assessments are underway.						
Is catch up provision available to all?	Prefer term 'recovery'. Resources directed to those most in need.						
<b>10.</b>	<b>Dates for Governing Body and Committee Meetings</b>						
	Noted: 13 October 2021*/ 9 February 2022/ 4 May 2022 (*later changed to 3 November 2021)						

Confidential business was minuted separately. The Chair closed the meeting at 7.30pm with thanks and good wishes to all.

Signed (Chair) -----

Date \_\_\_\_\_

Minutes prepared by Susan Moyse  
smoyse65@gmail.com