

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Governing Body

3 May 2023

Held at the school

INCL CONF

Governors Present	Foundation: David Blackwell, Yvonne Coley, Derek Hyett, Lyn Marshall (by video), Ellie Taylor (Chair) Michelle Hogan-Tricks, Bertlyn Springer, Staff: Aoife O’Grady (Interim Headteacher), Theresa Garnett Parents: Mari-Anne Chiromo, Serina Monero LA: Associate members: Julius Monero
Guests/ Observers	Sarah Woodhouse (Deputy Head) Jane Heffernan, CEO Family 9 CAT – Item 1-2 Justin Madubuko, Director Designate, CAT (& former OLSJ pupil) – Item 1-2 Jade Cahill – Item 3
Apologies	Julian Vennis, Yvonne Coley, Lynn Marshall
Clerk	Susan Moyse
Abbreviations	LAC (Looked After Children), 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), RCDOW (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), CAT (Catholic Academy Trust), Single Central Record (SCR), PSHE (Personal Social Health – and Economic – Education)

MINUTES*Ellie Taylor in the chair*

1.	Prayer, Welcome and Apologies	ACTION
1.1.	Prayer and welcome Ellie Taylor opened the meeting at 2.10pm welcoming all present. Father Derek Hyett led the governors and their guests in prayer.	
1.2.	Apologies See above	
1.3.	There were no declarations of interest in items on this agenda.	
1.4.	The register of business/ pecuniary interest was being completed by email.	
2.	Presentation: CAT – Catholic Academy Trust	
2.1.	Governors welcomed their guests who introduced themselves. JH referred to her presentation (circulated to all governors).	
2.2.	The discussion was minuted in the attached confidential annex. Governors were encouraged to submit any other questions by email. BS gave her apologies and left the meeting at 4.00pm.	

	The CAT reps left the meeting with the governors' thanks. The governors agreed to arrange a further meeting with Hackney Education.	Clerk/ Chair to arrange meeting with Hackney								
3.	Presentation: RE and Collective Worship									
	At 4.20pm JC was welcomed to the meeting.									
3.1.	RE									
	JC explained: <ul style="list-style-type: none"> • 10% curriculum time • 'Come and See' <ul style="list-style-type: none"> ○ Current scheme of work ○ School mapped to assessment ○ Liturgy/ sacrament/ other faiths ○ Teachers have had to add 'depth' • Big Questions and Check It – also used for topic work – answers may be written or e.g., a piece of artwork • Curriculum map – JC shared example • Moving towards 'To Know You More Clearly' <ul style="list-style-type: none"> ○ Deeper level of understanding/ discernment/ response ○ 5 liturgical phases through the liturgical year • New schemes being written – will not be ready for next S48 inspection • Diocese of Westminster will select/ recommend a new scheme – will be helpful if local schools use same curriculum 									
	Governors asked the following:									
	<table border="1"> <thead> <tr> <th>Governor Question</th> <th>School Response</th> </tr> </thead> <tbody> <tr> <td>Is RE taught by class teachers?</td> <td>Yes</td> </tr> <tr> <td>Why is the curriculum being changed?</td> <td>Inspection framework has changed. The new curriculum needs approval by the Bishops' Conference</td> </tr> <tr> <td>Does Ofsted look at RE? Or only covered by s48 inspection?</td> <td>Ofsted tend not to focus on RE. Ofsted do look at PHSE</td> </tr> </tbody> </table>	Governor Question	School Response	Is RE taught by class teachers?	Yes	Why is the curriculum being changed?	Inspection framework has changed. The new curriculum needs approval by the Bishops' Conference	Does Ofsted look at RE? Or only covered by s48 inspection?	Ofsted tend not to focus on RE. Ofsted do look at PHSE	
Governor Question	School Response									
Is RE taught by class teachers?	Yes									
Why is the curriculum being changed?	Inspection framework has changed. The new curriculum needs approval by the Bishops' Conference									
Does Ofsted look at RE? Or only covered by s48 inspection?	Ofsted tend not to focus on RE. Ofsted do look at PHSE									
3.2.	Catholic Life & Mission and Collective Worship									
	JC Highlighted: <ul style="list-style-type: none"> • Chaplaincy team <ul style="list-style-type: none"> ○ Children apply to join ○ Weekly meetings • Caritas Catholic social teaching • Children lead some assemblies • Helpful CPD from RCDOW adviser on child-led worship • Ten: Ten resources available 									
	<table border="1"> <thead> <tr> <th>Governor Question</th> <th>School Response</th> </tr> </thead> <tbody> <tr> <td>How monitored?</td> <td>Children review their own worship</td> </tr> <tr> <td>What about monitoring adult-led assemblies?</td> <td>Will be looking into this. Could use s48 framework</td> </tr> </tbody> </table>	Governor Question	School Response	How monitored?	Children review their own worship	What about monitoring adult-led assemblies?	Will be looking into this. Could use s48 framework			
Governor Question	School Response									
How monitored?	Children review their own worship									
What about monitoring adult-led assemblies?	Will be looking into this. Could use s48 framework									
3.3.	Section 48 Inspection									
	<ul style="list-style-type: none"> • Inspection due 2024/25 school year • Delayed by Covid backlog • Self-evaluation form – working document – AOG with JR will keep SEF up to date while JC away • Previous inspection (June 2018) recommendations <ul style="list-style-type: none"> ○ To further improve Classroom RE by using pupil RE peer leaders to support pupils of different abilities ○ To further develop Catholic Life by exploring more 									

	<p>opportunities for pupils to experience Mass</p> <ul style="list-style-type: none"> • Separate judgement for collective worship under new framework • Fr Derek (RE link governor) is a regular visitor <p>Parent governors commended the school's teaching about other faiths and how this had helped develop children's confidence and articulation. They felt this teaching was particularly important in this multi-cultural borough.</p> <p>Governors discussed the following:</p>										
	<table border="1"> <thead> <tr> <th>Governor Question</th> <th>School Response</th> </tr> </thead> <tbody> <tr> <td>Current self-evaluation?</td> <td>Collective worship - Good Catholic Life & Mission – Outstanding RE – Good/ Outstanding</td> </tr> <tr> <td>Steps to improve collective worship? Can governors help?</td> <td>Main barrier is time in school day for planning</td> </tr> <tr> <td>How could parents help?</td> <td>Encouraging children's involvement. 3 steps: gather/ respond to scripture/ mission. Will ask RE Adviser for examples from other schools</td> </tr> </tbody> </table>	Governor Question	School Response	Current self-evaluation?	Collective worship - Good Catholic Life & Mission – Outstanding RE – Good/ Outstanding	Steps to improve collective worship? Can governors help?	Main barrier is time in school day for planning	How could parents help?	Encouraging children's involvement. 3 steps: gather/ respond to scripture/ mission. Will ask RE Adviser for examples from other schools		
Governor Question	School Response										
Current self-evaluation?	Collective worship - Good Catholic Life & Mission – Outstanding RE – Good/ Outstanding										
Steps to improve collective worship? Can governors help?	Main barrier is time in school day for planning										
How could parents help?	Encouraging children's involvement. 3 steps: gather/ respond to scripture/ mission. Will ask RE Adviser for examples from other schools										
4.	Relationships & Sex Education – RSE										
	<p>JC updated that consultation had been held with parents and children, using the Ten: Ten materials. Children's reaction had been positive. The most recent parent survey had been held online – during the pandemic.</p> <p>Governors suggested that a paper survey, perhaps handed out at parents evening, might be helpful.</p>										
	<p>Governors thanked JC for her very interesting presentations and wished her well in her maternity leave.</p> <p>JM gave his apologies and left the meeting at 5.00pm.</p>										
5.	Finance										
5.1.	2022-23 Year End										
	<p>DB, Chair of the Resources Committee, referred to the circulated year-end report. Governors noted there had been an in-year deficit of £17k but including the balance brought forward there was a £63k surplus. Governors congratulated the Headteacher and Business Manager on their careful management of a very tight budget.</p>										
5.2.	2023-24 Budget Plan										
	<p>DB referred governors to the committee minutes and the circulated reports. He highlighted:</p> <ul style="list-style-type: none"> • Teacher pay increase estimated at 5% • Teacher maternity leaves covered by insurance • Support staff maternity leaves are not covered • In order to make savings, support staff carry out multiple roles • Cover needed for lunchtimes 										
	Governors discussed:										
	<table border="1"> <thead> <tr> <th>Governor Question</th> <th>School Response</th> </tr> </thead> <tbody> <tr> <td>Does an EHCP meet the full cost of a learning support assistant/ TA?</td> <td>No. Shortfall even with a full time allocation.</td> </tr> <tr> <td>Could volunteers cover lunch duties?</td> <td>Discussed at committee. Can cause concerns about reliability, CPD and safeguarding</td> </tr> </tbody> </table>	Governor Question	School Response	Does an EHCP meet the full cost of a learning support assistant/ TA?	No. Shortfall even with a full time allocation.	Could volunteers cover lunch duties?	Discussed at committee. Can cause concerns about reliability, CPD and safeguarding				
Governor Question	School Response										
Does an EHCP meet the full cost of a learning support assistant/ TA?	No. Shortfall even with a full time allocation.										
Could volunteers cover lunch duties?	Discussed at committee. Can cause concerns about reliability, CPD and safeguarding										

	Note PPG falling. Impact of Mayor of London free school meals?	Covered with parents during admission process. Will maybe consider incentives to signing up.		
	Governors thanked the SBM, Head and Committee for their work and taking into account the five year forecasts, agreed the 2023-24 budget as circulated.			
6.	Governing Body Organisation			
6.1.	Membership, including committees and link governors, was noted as circulated. Rapture Orafu had resigned from the GB. He was thanked for his years of service to the school.			
7.	Minutes			
7.1.	Governors agreed the accuracy of the GB meeting minutes of 8 February 2023.			
7.2.	Governors agreed the accuracy of the extraordinary meeting minutes of 16 March 2023.			
7.3.	Matters arising (not covered elsewhere)			
a.	Item 8.1 SCR Thanks to DB for carrying out SCR check on behalf of the GB.			
b.	Item 8.2 External awards Thanks to MAC for research info.			
	All other matters arising had been dealt with or had been included on this agenda.			
7.4.	Chair's urgent action None			
8.	School Status (standing item)			
8.1.	Covered above			
9.	Headteacher's report			
9.1.	AOG referred to her report and annexes which had been circulated to governors in advance of the meeting. They submitted the following questions:			
	Governor Question	School Response		
	57 children on 'green' in safeguarding data	This means they are on a watching brief. 85 in total includes the 57 on green		
	Note that these are termly safeguarding data. Would be helpful to see changes in numbers over time.	Agreed		
	Helpful to have staff responsibilities listed – thank you. Headteacher is not included?	List would be too extensive!		
	Authorised absence is high in Reception?	Usual childhood illnesses. They may have lower immunity because this cohort missed out on early education / socialisation during lockdown		
				AOG to provide safeguarding trends/ data over time

9.2	TAG – Targeted Action Group						
	ET, Chair of Governors, added that the LA’s TAG had met the previous day. The TAG brought additional resources and expertise to the school. They had met with AOG and ET and discussed SDP progress on writing; subject leadership; SEND and maths. The LA officers had seemed pleased with the school’s progress and endorsed the school’s self-evaluation of ‘good’ overall.						
	Governors discussed:						
	<table border="1"> <thead> <tr> <th>Governor Question</th> <th>School Response</th> </tr> </thead> <tbody> <tr> <td>Note focus on greater depth in writing; is this also the case in maths?</td> <td>Adapting White Rose scheme of work to increase accessibility for all. Continuing the Concrete-> Pictorial -> Abstract approach throughout the school.</td> </tr> </tbody> </table>	Governor Question	School Response	Note focus on greater depth in writing; is this also the case in maths?	Adapting White Rose scheme of work to increase accessibility for all. Continuing the Concrete-> Pictorial -> Abstract approach throughout the school.		
Governor Question	School Response						
Note focus on greater depth in writing; is this also the case in maths?	Adapting White Rose scheme of work to increase accessibility for all. Continuing the Concrete-> Pictorial -> Abstract approach throughout the school.						
10.	Reports from Governors including Committees						
10.1.	Resources Committee Received the draft minutes of the 19 April meeting.						
10.2.	Curriculum & Inclusion Committee Received the draft minutes of the 19 April meeting.						
11.	Policy Matters						
11.1.	None						
12.	Governor Training and Briefing Papers						
	Governors had all received links to the following documents.						
	<ul style="list-style-type: none"> Governance Handbook https://www.gov.uk/government/publications/governance-handbook Competency Framework Link as above KCSIE - Keeping Children Safe in Education https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 						
	Governors were encouraged to take up the training offered by the Diocese and Hackney Council - especially safeguarding.		Govs to attend training – esp safeguarding				
13.	Any Other Business						
13.1.	None						
14.	Dates for Governing Body and Committee Meetings						
	Dates / times for new school year to follow						

The discussion around school status was minuted in a confidential annex. The Chair closed the meeting at 5.35pm with thanks to the governors and their guests.

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse
smoyse65@gmail.com

