

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

## Meeting of the Governing Body

Held on 8 May 2019

<b>Governors Present</b>	Foundation: Cecilia Amadasun, Paul Mokwenye, Derek Vitali (Chair), Diane Porter Staff: Sean Flood (Headteacher), Theresa Garnett Parents: ---- LA: ----
<b>Guests/ Observers</b>	Aoife O'Grady (Deputy Headteacher)
<b>Apologies</b>	Julian Vennis
<b>Clerk</b>	Susan Moyse
<b>Abbreviations</b>	HLT (Hackney Learning Trust), LA (Local Authority – Hackney Council), 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), GDPR (General Data Protection Regulations), CAMHS (Children & Adolescent Mental Health Service), GDPR (General Data Protection Regulations), CES (Catholic Education Service), SFVS (School Financial Value Standard)

**MINUTES**

*Preceded by a meeting of the Resources Committee. The Curriculum & Standards Committee was not meeting this term.*

*Derek Vitali in the chair*

<b>1</b>	<b>Prayer, Welcome and Apologies</b>		
<b>1.1</b>	<b>Prayer and welcome</b> The Chair opened the meeting at 7.55pm welcoming all present. Prayers were said at the beginning of the Resources Committee.		<b>ACTION</b>
<b>1.2</b>	<b>Apologies</b> Apologies for absence were received from Julian Vennis. Derek Hyett was not present.		
<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 (2018-19) was updated as necessary.		
<b>2.3</b>	<b>Membership</b> The current membership had been circulated to all governors.		
<b>a.</b>	<b>Parent Governors (2 vacancies)</b> The parent election process was underway.		
<b>b.</b>	<b>Foundation (2 vacancies)</b> The Head and Chair had raised the matter of vacancies with the Parish and the Diocese. <b>Agreed</b> that the Headteacher approach a colleague about filling one of the vacancies.		<b>Head to ask colleague to consider Fdn Gov role</b>
<b>c.</b>	<b>Link Governors</b> Given that new governors were due to be elected/ appointed it was <b>agreed</b> that the Head and Chair review roles and areas of responsibility (e.g. fundraising)		<b>Head and Chair to review link roles</b>

		(Clerk for agenda)						
<b>3.</b>	<b>Minutes</b>							
<b>3.1</b>	Governors <b>agreed</b> the accuracy of the minutes of 6 February 2019.							
<b>3.2</b>	<b>Matters arising</b>							
<b>a.</b>	<b>Item 2.3 Membership</b> Noted that Fr Derek Hyett had been awaiting paperwork from the Diocese regarding his membership.							
<b>b.</b>	<b>Item 4.4 Safeguarding</b> Head/ Chair to arrange safeguarding link governor visit.	Head/ Chair to arrange safeguarding link gov visit						
<b>c.</b>	<b>Item 4.6 Clubs</b> A full list had been provided in the Headteacher's report.							
<b>3.3</b>	There was no Chair's Action to report.							
<b>4.</b>	<b>Budget Approval</b>							
	The budget had been discussed in detail at the Resources Committee. The full governing body <b>agreed</b> that the 2019/20 budget be approved for submission to the local authority.							
<b>5.</b>	<b>Headteacher's Report</b>							
	The Head's report and appendices had been circulated in advance of the meeting. Governors had reviewed the report before the meeting. The Head highlighted the following aspects in particular:							
	<ul style="list-style-type: none"> <li><b>Attendance (See Appendix 5)</b> Above national at 96.89% – thanks to KG. Main issue is family holidays Persistent absence at 5.94% lower than national (8.7%)</li> <li><b>Archbishop's Visit (see Appendix 2)</b> Very complimentary letter received following visit.</li> <li><b>SEN</b> Data to be updated.</li> <li><b>Student Success</b> Ex-pupil Akemnji Ndifornyen called into school with his BAFTA. Congratulations!</li> <li><b>Premises</b> Fire doors installed in KS2. Westminster diocese grant received for water and drainage works. Grants have been bid for and received every year.</li> </ul>							
	Governors raised the following:							
	<table border="1"> <thead> <tr> <th>Governor Question</th> <th>School Response</th> </tr> </thead> <tbody> <tr> <td>Health &amp; Safety (Appendix 4) standard fallen from good to satisfactory</td> <td>Minor issues now being addressed (e.g. legionella testing had been done but paperwork not provided). Kitchen had unannounced inspection and retained 5 stars.</td> </tr> <tr> <td>Admissions falling?</td> <td>Yes. Noticeably lower in Nursery. Reception full but fewer applicants</td> </tr> </tbody> </table>	Governor Question	School Response	Health & Safety (Appendix 4) standard fallen from good to satisfactory	Minor issues now being addressed (e.g. legionella testing had been done but paperwork not provided). Kitchen had unannounced inspection and retained 5 stars.	Admissions falling?	Yes. Noticeably lower in Nursery. Reception full but fewer applicants	
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	Governors thanked the Headteacher for his comprehensive written report.							
<b>6.</b>	<b>Reports from Committees, Working Parties and Link Governors</b>							
<b>6.1</b>	<b>Curriculum &amp; Standards Committee</b> Governors received the minutes of the 6 February Curriculum & Standards committee meeting.  Because of the need to focus on the budget, there had been no C&S meeting this term.							

<b>6.2</b>	<b>Resources Committee</b> Governors received the minutes of the resources committee meeting held on.  All governors present at the full GB meeting had attended the Resources Committee held immediately before this meeting.		
<b>7.</b>	<b>Policies and Other Documents</b>		
<b>7.1</b>	None		
<b>8.</b>	<b>Briefing Papers</b> Governors had all received links to the following documents. They were encouraged to read in particular section 1 of KCSIE.		
	<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 (Sept 2018) <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, HLT and other providers which had been emailed to all governors. Governors were reminded that costs would be met by the school.		
<b>9.</b>	<b>Any Other Business</b>  The Chair noted that given the effects of the budgetary position, particularly on a one form entry school, the governing body may have to re-consider its earlier decision about academisation/ school partnerships.  Governors <b>agreed</b> to keep the budget matters confidential for the time being.		
<b>10.</b>	<b>Dates for Governing Body and Committee Meetings</b>		
	<b>Weds 9 October/ Weds 5 February/ Weds 6 May</b> Resources Committee Curriculum & Standards Committee Governing Body to follow the Curriculum & Standards Committee		

There was no confidential business, although governors had agreed to keep the budgetary matters discussed at the Resources Committee confidential. The Chair thanked all for attending and he closed the meeting at 8.20pm.

Signed (Chair) -----

Date \_\_\_\_\_

Minutes prepared by Susan Moyse  
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