

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Governing Body

Held on 9 October 2019

Governors Present	Foundation: Paul Mokwenye, Derek Vitali (Chair), Derek Hyett Staff: Sean Flood (Headteacher) Parents: Michelle Hogan-Tricks, Kendra Owusu LA: Julian Vennis
Guests/ Observers	Aoife O'Grady (Dep Head) Judyta Ruminska, Sarah Woodhouse (Asst Heads) Theresa Garnett (former governor)
Apologies	Cecilia Amadasun, Diane Porter
Clerk	Susan Moyse
Abbreviations	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), 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), GLD (Good Level of Development – expected level at end of EYFS), RWM (Reading, Writing and Maths Combined)

MINUTES

Preceded by a meeting of the Resources Committee. The Curriculum & Standards Committee would be incorporated into the main GB meeting this term.

Derek Vitali in the chair

1	Prayer, Welcome and Apologies		ACTION
1.1	Prayer and welcome The Chair opened the meeting at 6.35pm and Father Derek Hyett led prayers. The Chair welcomed all present, especially new parent governors Michelle Hogan-Tricks and Kendra Owusu, and everyone introduced themselves. The Chair checked that governors were happy to receive papers electronically and this was agreed .		
1.2	Apologies Apologies for absence were received from Diane Porter and Cecilia Amadasun. Governors passed her their best wishes.		
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 (2019-20) was completed by those present.		
2.3	Membership The current membership had been circulated to all governors.		
a.	Foundation Governor Agreed that the Headteacher check the membership dates for Paul Mokwenye.		Head to check Paul Mokwenye's membership

b.	Staff Governor Noted that Theresa Garnett's membership had expired. Agreed to organise a staff election.	Head to organise staff election
2.4	Committee Membership and Terms of Reference Agreed as circulated. New governors were invited to attend both committees.	New govs to attend Res & Cur
2.5	Code of Conduct The CES Code of Conduct had been circulated in advance of the meeting. It was agreed that all governors review it before consideration at the next meeting.	All govs to read Code of Conduct (Clerk for next agenda)
2.6	Link Governors The Chair explained the role of link governors and asked governors to consider if they had any areas they would like to champion. It was agreed to consider this item again at the next meeting, especially the role of SEND governor. The Head and Chair would be considering the priority areas.	Head/ Chair consider priorities. All govs consider role (Clerk for agenda)
3.	Minutes	
3.1	Governors agreed the accuracy of the minutes of 8 May 2019, subject to the correction at item 5 of 'Archbishop' to 'Bishop'.	
3.2	Matters arising Item 2.3 Membership The candidate that the Headteacher had in mind had not been able to take up the role. The Diocese was aware of the ongoing vacancies.	
3.3	There was no Chair's Action to report.	
4.	Headteacher's Report The Head's report and appendices had been circulated in advance and governors had reviewed it before the meeting. The Head highlighted the following aspects in particular:	
4.1	Curriculum The new Ofsted framework had been introduced in September 2019. This school had been a pilot earlier in the year. As an Ofsted inspector, the Head was familiar with the new process and priorities. Governors noted:	
	<ul style="list-style-type: none"> Change of focus from outcomes (results) to curriculum – intent (why that curriculum), implementation (how is it delivered) and impact (what the children learn) 	
	<ul style="list-style-type: none"> 'Outstanding' grade incredibly difficult to achieve or retain. The grade descriptors (see Ofsted website) are very high level. Outstanding schools had not been routinely inspected under the previous framework. The grades of 90% of previously outstanding schools recently inspected under the new framework had fallen 	
	<ul style="list-style-type: none"> Governors are now expected to know much more about the curriculum. The Head recommended viewing Matthew Purves' short Youtube videos. 	
4.2	Safeguarding Government guidance (Keeping Children Safe in Education) had been updated for 2019. Governors were advised to read pages 1-18. The Head drew attention to new aspects of KCSIE e.g. safeguarding children with SEN. It was agreed that governors should read Section 1 before the next meeting and sign for its receipt. https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 Governors noted:	All govs read Section 1 and sign at next meeting (Clerk for agenda)
	<ul style="list-style-type: none"> Staff training at beginning of school year 'Vulnerable Pupils' group monitored every child in the school Single Central Record checked (unannounced) by Head and Chair 	
4.3	Standards / Outcomes All results had been uploaded to the school's website. http://www.olsjschool.net/website/published_pupil_performance_date_2018-2019/423129	

	<p>Governors noted that the School Improvement Partner had judged the school's outcomes as 'outstanding'. (SIP Report included in the Head's Report at Appendix 3).</p> <p>The Head ran through the data and governors noted the Outcomes Over Time (2017-2019) data – circulated in advance:</p>								
	<ul style="list-style-type: none">Increasing percentage GLD (80% - 90%)Phonics Year 1 (97% - 97% / NB. dip in 2018)KS1 RWM (89% - 90% Expected Standard -EXS)KS1 RWM (11% - 22% Greater Depth - GD)KS2 RWM (89% - 89% EXS / NB. Dip in 2018)KS2 RWM (11% - 22% GD) <p>Governors were particularly impressed to see:</p> <ul style="list-style-type: none">100% maths at KS2 EXS44% maths at KS2 GDvery favourable comparison with national at both KS1 and KS2 (65% EXS RWM 2019)								
	Governors raised the following:								
	<table><tr><th>Governor Question</th><th>School Response</th></tr><tr><td>How is the school working towards the requirements of a broad and balanced curriculum?</td><td>The school was already on track for the changes. Some tweaking ongoing. Additional specialist teaching e.g. music. The curriculum on offer allows for mastery. Moving towards 'subjects' rather than 'topics' – making learning of knowledge more explicit.</td></tr><tr><td>What changes will parents and children see?</td><td>More time on geography. Changes to computing curriculum. The school was already teaching a broad curriculum: science, history etc</td></tr></table>	Governor Question	School Response	How is the school working towards the requirements of a broad and balanced curriculum?	The school was already on track for the changes. Some tweaking ongoing. Additional specialist teaching e.g. music. The curriculum on offer allows for mastery. Moving towards 'subjects' rather than 'topics' – making learning of knowledge more explicit.	What changes will parents and children see?	More time on geography. Changes to computing curriculum. The school was already teaching a broad curriculum: science, history etc		
Governor Question	School Response								
How is the school working towards the requirements of a broad and balanced curriculum?	The school was already on track for the changes. Some tweaking ongoing. Additional specialist teaching e.g. music. The curriculum on offer allows for mastery. Moving towards 'subjects' rather than 'topics' – making learning of knowledge more explicit.								
What changes will parents and children see?	More time on geography. Changes to computing curriculum. The school was already teaching a broad curriculum: science, history etc								
	Governors congratulated the Head and staff on these outstanding results.								
4.4	Staffing								
	Governors had received Appendix 4 of the Head's report showing revised areas of responsibility. Performance appraisal had taken place this term (see written report). There was a focus on work life balance. Governors asked about 'no more marking'. This was an app to help teachers grade children's work - governors were invited to a staff session on 5 November.								
4.5	Admissions								
	There had been 72 applications for 30 Reception places. There had been no appeals. Governors noted the lower recruitment to the Nursery - a cause of concern (discussed at Resources Committee). The Head and Fr Derek Hyett noted that there seemed to be fewer Catholic families in the area. The Parent Governors suggested that the school should advertise its wraparound nursery more.								
	Governors noted the visits and other enrichment activities, including an 'Artist in Residence'. They thanked the Headteacher for his comprehensive written report.								
5.	Reports from Committees, Working Parties and Link Governors								
5.1	Curriculum & Standards Committee – this committee had not met since the last report.								
5.2	Resources Committee Governors received the minutes of the resources committee meeting held on 8 May. The minutes of the meeting just held would follow.								

6.	Policies and Other Documents		
6.1	Agreed to adopt the CES HR policies as circulated: https://www.catholiceducation.org.uk/employment-documents/model-policies-and-procedures <ul style="list-style-type: none"> • Discipline • Grievance • Sickness • Capability • Appraisal 		
6.2	Agreed to ratify the policies / documents recommended by the Resources Committee: <ul style="list-style-type: none"> • Charging Policy – October 2019 • Procurement Card Policy – October 2019 • School Financial Procedures – October 2019 • Resource Committee Terms Of Reference – October 2019 • Best Value Statement – October 2019 • Whistle Blowing Policy (RCDOW) – October 2019 		Head circ any other policies for approval (Clerk for agenda)
6.3	Agreed that the Head circulate any other policies for approval		
7.	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 (new edition Sept 2019) – see Head's Safeguarding report above https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 		
8.	Governor Training		
	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. Agreed to recirculate the latest HLT training details.		Clerk to recirc HLT training
9.	Any Other Business None		
10.	Dates for Governing Body and Committee Meetings		
	Weds 9 October/ Weds 5 February/ Weds 6 May Resources Committee Curriculum & Standards Committee Governing Body to follow the Curriculum & Standards Committee		

There was no confidential business. The Chair thanked everyone for attending and closed the meeting at 7.30pm.

Signed (Chair) -----

Date _____