

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Governing Body

Held on 6 February 2019

Governors Present	Foundation:, Fr Derek Hyett, Paul Mokwenye, Derek Vitali (Chair), Diane Porter Staff: Sean Flood (Headteacher), Theresa Garnett Parents: Silvia Ullmayer, Susan McFarland-Lyons. LA: Julian Vennis
Guests/ Observers	Aoife O'Grady (Deputy Headteacher) Judyta Ruminska, Sarah Woodhouse (Assistant Headteachers)
Apologies	Cecilia Amadasun
Clerk	Susan Moyse
Abbreviations	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 meetings of the Resources and Curriculum & Standards Committees**Derek Vitali in the chair*

1	Prayer, Welcome and Apologies		ACTION
1.1	Prayer and welcome The Chair opened the meeting at 7.25pm welcoming all present. Fr Derek Hyett led the governors in prayer.		
1.2	Apologies Apologies for absence were received from Cecilia Amadasun.		
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 (2018-19) was updated as necessary.		
2.3	Membership The current membership had been circulated to all governors. Noted the upcoming expiry of the parent governors' terms of office. Agreed (i) to thank Silvia Ullmayer and Susan McFarland-Lyons for their contribution to the school and the governing body over the last four years, and (ii) that the Head organise a parent election.		Head to organise parent gov election
	Noted that Fr Derek Hyett was awaiting paperwork from the Diocese regarding his membership.		
2.4	Terms of reference for Curriculum & Standards committees Agreed to adopt the terms of reference for the Curriculum & Standards Committee as circulated.		
2.5	Code of conduct for governors		

	The CES Code of Conduct had been circulated for governors to review and it was agreed to adopt the CES Code of Conduct and those present signed a copy.	
2.6	Link governor roles	Head and Chair to review link roles (Clerk for agenda)
	Given that new governors were due to be elected/ appointed it was agreed that the Head and Chair review roles and areas of responsibility	
3.	Minutes	
3.1	Governors agreed the accuracy of the minutes of 10 October 2018.	
3.2	Matters arising	
	There were no matters arising that had not been completed or dealt with elsewhere.	
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 of the meeting. Governors had reviewed the report before the meeting. The Head highlighted the following aspects:	
4.1	Curriculum: Ofsted Framework Pilot Inspection	
	The school had been the subject of a pilot inspection – involving the Deputy Chief Inspector – in November 2018. There was no report generated as this was a pilot inspection.	
4.2	Standards: SIP Report	
	The latest visit had been in January. The school had retained its judgements of 'outstanding' in all areas. Governors noted the lower turnout of Reception parents at the recent parent consultation evening. The Head explained that Reception parents see the classteacher every day and also there had been recent sickness absence affecting attendance.	
4.3	SEN	
	It was increasingly difficult for schools to get EHCP funding unless the needs identified were very severe. In Hackney, SEN funding was directed towards the special schools – acknowledged as excellent. Parents could however choose a mainstream school. This school was offering 53+ interventions.	
4.4	Safeguarding	
	The Vulnerable Pupils Group was meeting half termly and reviewed every child in the school. Governors asked about ICT safety lessons and the safe use of software. They were assured that children are taught about safe use and that the school used LGfL, the industry leader, which provided robust filters. Governors noted the suggestions (appendix 4) for governor focus on safeguarding and agreed that this should be the focus of a link visit.	
	Spring Term <ul style="list-style-type: none"> Review curriculum for safeguarding, including areas for coverage, impact and risks for pupils at this school Review safer recruitment procedures Summer Term <ul style="list-style-type: none"> Review the record-keeping system, check for impact, look at data review and analysis of trends. Review training record and impact of training Autumn Term <ul style="list-style-type: none"> Quality assure transition arrangements for vulnerable students Review online filtering and monitoring, especially for vulnerable students online 	Head/ Chair to arrange safeguarding link governor visit
4.5	Religious Life	
	The new RE adviser had carried out a one day review – the report was awaited.	
4.6	Enrichment	
	The Coding Club in particular was very popular. The After School provision (Let Me Play - external provider) had increasing numbers.	

	The school was trying to make the most of London's world class attractions e.g. trips to the British Museum										
	Governors asked about the following:										
	<table><tr><th>Governor Question</th><th>School Response</th></tr><tr><td>Noted that the Hackney Director had visited. Was there any update on Hackney Education Partnership?</td><td>The Catholic schools had a further meeting scheduled. The HEP would not be a MAT (multi academy trust) but most likely a service provider. The services offered were under discussion with schools</td></tr><tr><td>School Security update</td><td>Premises had been covered at the Resources Committee. Security had been much improved e.g. additional gate on main entrance but the school is not complacent and constantly reviews its systems.</td></tr><tr><td>What clubs does the school offer?</td><td>Agreed Head to provide full list of clubs</td></tr></table>	Governor Question	School Response	Noted that the Hackney Director had visited. Was there any update on Hackney Education Partnership?	The Catholic schools had a further meeting scheduled. The HEP would not be a MAT (multi academy trust) but most likely a service provider. The services offered were under discussion with schools	School Security update	Premises had been covered at the Resources Committee. Security had been much improved e.g. additional gate on main entrance but the school is not complacent and constantly reviews its systems.	What clubs does the school offer?	Agreed Head to provide full list of clubs		Head to provide full list of clubs
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4.7	Nursery										
	This matter had also been raised at the Resources Committee meeting. Governors noted:										
	<ul style="list-style-type: none">26 places but only 18 on roll (11 FT and 7 PT)Childcare codes (for full time care) provided by government only to certain working familiesClawback for falling roll £7k with a further £7k clawback dueFree school offering additional places in the areaAfter school provision means that OLSJ offers a full day but private nurseries can offer 52 weeksDifficult to plan for 2019-10 as September numbers not yet knownFalling number of baptisms in parish, plus European families leaving the UKSeparate application process for Nursery and Reception										
	Governors recognised the severity of the situation and asked to be kept updated with numbers for September 2019.										
	Governors thanked the Headteacher for his useful and informative report.										
5.	Reports from Committees, Working Parties and Link Governors										
5.1	Curriculum & Standards Committee Governors received the minutes of the 10 October Curriculum & Standards committee meeting. Referring to the outcomes data, governors clarified that progress was defined as 'average' when a child who had achieved highly at KS1 (Year 2) went on to achieve highly at KS2 (Year 6). All governors present had attended the committee held immediately prior to this meeting. The committee had focused on the broad and balanced curriculum with presentations on the Humanities and on Destination Reader. The minutes would follow.										
5.2	Resources Committee Governors received the minutes of the resources committee meeting held on 10 October. The committee had met again before this meeting. The budget was on track with a modest surplus forecast of £44k. The meeting had also reviewed Nursery rolls, benchmarking information, premises update and the SFVS self-evaluation.										

	Governors noted that a Health & Safety audit was due.		
5.3	SFVS The SFVS self-evaluation had been circulated to all governors before the meeting. On the recommendation of the Resources Committee it was agreed that the Chair should sign it ready for submission to the LA.		
6.	Policies and Other Documents		
6.1	It was agreed to adopt the following HLT model policy		
	<ul style="list-style-type: none"> Pay 		
7.	Briefing Papers 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"> Governance Handbook https://www.gov.uk/government/publications/governance-handbook Competency Framework Link as above KCSIE - Keeping Children Safe in Education (Sept 2018) 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.		
9.	Any Other Business None		
10.	Dates for Governing Body and Committee Meetings		
	Weds 10 October 2018/ Weds 6 February 2019/ Weds 8 May 2019 Resources Committee Curriculum & Standards Committee Governing Body to follow the Curriculum & Standards Committee		

There was no confidential business. The Chair thanked the parent governors in particular and he closed the meeting at 8.05pm.

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse
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