

St. Anthony's Catholic Primary School

Minutes of a meeting of the Governing Body held at the school at on Tuesday 20th June 2017 at 6.30 pm

Present

Ms Angela Boilson	School Business Manager (Associate Member)
Ms Elizabeth Bond	
Mr Ian Croft	Assistant Headteacher
Mrs Jane Day	Headteacher
Mr Peter Firkin	Chair
Mrs Linda Gibson	
Mr Andrew Gilbert	
Dr Satish Jayawardene	
Ms Kirstin MacDonald	Associate Member
Fr Gerard Mulvihill	
Ms Rachel Stenfalt	
Dr Paul Taylor	

PART I

1. Apologies for Absence

Apologies for absence were received from Hilary Jarvis and it was **RESOLVED** to consent to her absence

2. Declarations of Interest in the agenda

There were none.

3. Minutes of the last governing body meeting on Tuesday, 28th February, 2017 (

3.1 Approval of the minutes

It was **RESOLVED** to sign the minutes of the meeting held on 28th February as a correct record subject to the following corrections -

In item7, second paragraph delete from "The" to "with" and replace with the following – "The first 60 applications as ranked for reception class were".

In item 9 all references to the Reorganisation, Redundancy and Restructuring Policy should be to the Reorganisation, Redundancy and Restructuring Procedure.

3.2 Matters Arising (not appearing elsewhere on the agenda)

John Finch had sent details of a potential governor to the Chair and

Headteacher. The Chair would study the details and talk to John Finch. He would then invite the person to meet with him and any other governors who wanted to be involved. Any volunteer for this should contact the Chair.

The Clerk would chase Ela Cleary on dates for safeguarding training for the whole Governing Body.

ACTION Clerk

The future of the National Funding Formula was looking uncertain.

Elizabeth Bond asked if discussion of the Admissions Arrangements could be started this term and the group agreed to find a date to meet. Consultation will be undertaken in the autumn term.

ACTION Elizabeth Bond to lead.

Parent Pay had been introduced. It was used in many of the secondary schools to which the children moved. It has made a considerable difference to the school office as staff no longer have to handle cash. The School Business Manager commented that contributions to school trips etc had declined slightly but reminders had been sent. These must be sensitively worded as the contributions for these trips are voluntary.

4. Governing Body

4.1 Governing body membership and vacancies

A query was raised regarding governors serving more than two terms of office. The Clerk advised that the DfE considered it good practice for a governor to only serve two terms of office in one school but there was nothing in Regulations to prevent it and there were many governors who had served for considerably longer than this. The emphasis was on building a skills based governing body and there could certainly be an argument for retaining particular skills and expertise on the Governing Body.

The Headteacher would check up with the Diocese on their policy for Foundation governors.

ACTION Headteacher

4.2 Governing body meeting attendance

The Headteacher commended governors on their excellent attendance record.

4.3 Governor Training and Development

Andrew Gilbert would be attending training on governors' visits tomorrow.

5. Committees

5.1 Committee membership and link governor roles

It was agreed to have a link governor for foundation subjects and Andrew Gilbert

agreed to take on this role.

Paul Taylor would no longer be Health and Safety link.

There appeared to be a blip in the production of the list as Elizabeth Bond's name appeared twice for both her link roles.

5.2 Link governor Reports

There were none.

Elizabeth Bond would be visiting to do her yearly update on more able children

5.3 Committee meeting attendance

This was noted.

5.4 Committee meeting minutes

- Children, Families & Community - Monday, 24th April, 2017
A visit to the House of Commons had not yet been arranged. There were concerns about the level of threat. The school was still doing local trips eg Horniman and it was agreed the Headteacher would consider the matter again in September.

The committee had discussed the uniform policy in response to a request to the Headteacher that girls be permitted to wear trousers or shorts to school. The Headteacher had advised them that she had discussed the request with staff who were unanimously in support. The committee had considered the matter carefully ensuring that all members had a say, and agreed the uniform code should be changed to a single list of items for children to choose from. The committee unanimously agreed that that this change should be recommended to the Governing Body.

The Governing Body considered the recommendation and it was unanimously **RESOLVED** that from September a single gender neutral uniform list would be introduced.

- Curriculum & Standards on Monday, 24th April, 2017

The committee considered

- Pupil progress and attainment data, particularly in relation to writing.
- A question re teaching touch typing.
There was a programme which teachers could use but it was difficult to fit it into the curriculum.
- School's use of volunteers. The committee chair asked about extending this to medical students and the school would be very pleased to welcome them.
- Swimming – Parent volunteers were used to walk with the children but it was difficult to find parents to do this. It was suggested it

could be publicised to try to find volunteers. Grandparents or retired parishioners might be able to assist.

- Sports day had been organised
- Finance & General Purposes on Thursday 18th May 2017

The committee discussed the following

- Premises work was carried out including filling in the pond and mending the wall.
- The committee approved the scheme of delegation and it will come to the autumn term meeting of the Governing Body.

ACTION Clerk

- It was planned to cost what was needed for the redevelopment programme and advise the diocese.
- Budget for 2017/18 was considered. It has now been submitted using the proforma produced by Southwark.

Andrew Gilbert advised that savings in stationery were likely to be difficult to achieve as this market was changing. The school was working at reducing the amount of paper used. The new photocopiers were helping this as teachers sent documents to print but had to swipe in to retrieve the document.

6. Headteacher's Written Report

A written report had been circulated in advance of the meeting. The Headteacher clarified that the right hand column had been added to include actions.

What is a mastery style curriculum?

This was the new curriculum introduced two years ago. The philosophy was that the children all learned the same content together and did not move on to new content until they had all mastered it. They were not all doing work at the same level as more able children would work at greater depth.

Leadership and management

Considerable work had been done with Phase Leaders and work was now underway with Subject Leaders. The school was working with St Joseph's Camberwell and St Joseph's Borough. Senior leaders from two schools will go into the other school where they will gather information and present it to the staff. They will be looking at subject leadership.

There has been a shift to put more emphasis on leading rather than co-ordinating a subject area. Considerable work was done very successfully with phase leaders last year.

A governor asked if the Saturday school was still running.

It had been running for nine years. There were three schemes offered by independent schools as part of their charitable work – Dulwich College, JAGs and Alleyne's. The school selected six children for each scheme and they were

mentored by sixth formers. Attainment data was shared with the school. The feedback was generally very positive.

Is anything done with independent primary schools?

The schemes were with secondary because they were able to provide sixth formers as mentors.

Governors welcomed this very positive initiative and were very pleased that independent school were able to offer this and provide such a rich experience for the children.

Admissions

There were not many spaces and the school was proactive in filling them. Eight children were leaving, mainly because they were re-locating. 59 children were entering reception, including three non- Catholic children. It was stressed that St Anthony's was in a better position than most other Catholic schools in Southwark, which were struggling to fill their reception class. There were more school places available and the price of property was rising, making it harder for families to afford to buy. There may also be less immigration to the area as a result of Brexit.

Fr Gerry reported that there had been a decline in the number of baptisms over the last five years or so.

The school will be re-considering the admissions policy and how the school is advertised.

Nursery funding

A summary was included in the report. From September there will be 30 hours for eligible families and the school will continue to offer the option of paying for afternoon sessions if families are not eligible for free provision. This offer was flexible. There were fewer children in the afternoon which meant staff could be used in Reception to provide interventions.

Section 48

The Section 48 Inspection was last week and was positive. The report will be published before the summer holidays. They recommended governors should be looking at the school ethos regularly.

In RE the children across the school will be looking at world faiths. They are learning about Islam this term. The intention is to cover different religions on a cyclical basis. CAFOD have visited and will come again.

Relationship and Sex Education

No one had asked to withdraw their child from this.

A governor asked if it would be necessary to re-assess the programme in the light of the requirement to make teaching of this compulsory.

The Headteacher did not think this would be necessary.

A new management information system had been introduced. It seemed to be fairly straight forward.

One child had to be collected from the school journey one day early due to their behaviour.

Recruitment

Three members of staff were leaving. Recruitment had been slow as there is a chronic shortage of teachers. The jobs had been advertised twice nationally and an interview has been arranged on Thursday.

What national advertising media were used?

The school had used Eteach and the Catholic gazette as well as Southwark's website/Jobsgopublic.

The issue was that teachers were providing their CV to an agency who then sends them out in response to adverts.

Governors had been emailed re ethos and were asked to reply

7. Report from FOSTA

A brief report had been circulated to governors. FOSTA did a great deal to support the school and the leaders worked very hard. The Chair had asked them to come to a future meeting to talk to governors

Governors recognised that FOSTA was doing exceptionally well and was very well led and asked for their thanks to be passed on to them.

8. Proposed change to the school uniform

The proposal had been agreed earlier in the meeting.

9. Self-Review of Governing Body

The NGA 20 Questions had been circulated with the papers for the meeting.

Governors were urged to read and reflect on the questions. It was noted that they were expected to have a good working knowledge of the school. It was suggested further thought should be given to governors' visits and the important part they play in developing governors' understanding of the school. The Headteacher encouraged governors to visit on a termly basis.

10. Statutory Responsibilities

10.1 Arrangements for Headteacher's Performance Management

It was noted that Peter Firkin and Rachel Stenfalt carried out the Headteacher's performance management for the past year. It was **RESOLVED** that Linda Gibson and Elizabeth Bond would carry this out and noted that the School's Senior Advisor would be involved.

10.2 Policy Schedule

Pay Policy

It was **RESOLVED** to adopt this policy.

Appraisal policy

It was **RESOLVED** to adopt this policy.

11. Dates and Times of Future Meetings

It was **RESOLVED** to meet as follows

Governing Body	F&GP Committee	Curriculum and Standards	CFC
Tuesday 10 th October	Thursday 19 th October	Monday 6 th November	Monday 6 th November
Tuesday 28 th November			
Tuesday 6 th March	Thursday 8 th February	Monday 15 th January	Monday 15 th January
Tuesday 19 th June	Thursday 24 th May	Monday 23 April	Monday 23 April

It was noted that the Chair will be away for September.

F&GP would be held at 7.45am.
Children Families and community at 5.30pm
Curriculum and Standards at 6.30pm
Governing Body at 6.30pm

12. Any other Business

A letter was received from the Diocese indicating that Ann Bamford was leaving in October.

The Chair will be attending the Southwark Governors Forum on Thursday.

The annual expenditure plan was circulated to governors for information.

An audit has been carried out

Signed _____ Date _____