

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at the School on Wednesday 15th June 2016 at 6.30pm

Present

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| Ms Angela Boilson | School Business Manager (Associate member) |
| Ms Elizabeth Bond | |
| Mr Ian Croft | Assistant Headteacher |
| Mrs Jane Day | Headteacher |
| Mrs Eva Dudzicki | |
| Mrs Linda Gibson | |
| Dr Satish Jayawardene | |
| Fr Gerard Mulvihill | |
| Ms Rachel Stenfalt | |
| Mrs Mary Jo Sutton | Chair |
| Dr Paul Taylor | |

In attendance
Maureen Boyle (Clerk)

The meeting opened with a prayer.

PART I

1. Apologies for Absence

There were no apologies for absence. Rachel Stenfalt had advised she would be late.

2. Declarations of Interest in the agenda

There were none.

3. Minutes of the last governing body meeting on 1st March 2016

3.1 Approval of the minutes

It was **RESOLVED** to sign the minutes of the meeting held on 1st March as a correct record.

3.2 Matters Arising (not appearing elsewhere on the agenda)

The Chair had responded regarding hosting Radio 4 Any Questions to say that logistically the school was unable to take this on.

4. Governing Body

4.1 Governing body membership and vacancies (attached)

It was noted that there was one Foundation vacancy and the Governing Body had identified in their skills audit that they would like someone with financial skills who did not have a child in the school. It had been advertised to the parish and there was one volunteer. The Chair had spoken to him and explained the commitment expected. It was also hoped to have someone living locally and it was clarified that they must be Catholic. One other person had spoken to Fr Gerry. Satish Jayawardene was also aware of someone who might be suitable.

ACTION

The Chair and Fr Gerry would pursue the matter.

The Chair had looked at when terms of office expired. It was hoped to avoid having lots of people leave the Governing Body at the same time and this needed to be given further thought. The current DfE view was governors should only serve for two terms of office.

4.2 Governing body meeting attendance

The report circulated with the agenda was noted.

4.3 Governor Training and Development

The report circulated with the agenda was noted.

4.4 Academy Status

The Chair was planning to attend training on this issue. Stephen Briars from the Diocese had talked to Catholic Headteachers about different models. He had explained that Catholic schools could only form a MAT with other Catholic schools.

He talked about the governance of a MAT which would have a trust board which might not have representation from every constituent school. The Diocese would advise on the composition of the trust.

It was noted that the training took place before the government revised its position on academies. Catholic Headteachers welcomed the idea of working together to support each other but this was already happening and the academy model raised many questions.

A stand alone academy would have more freedom in how the school spent its budget, which the LA could not top slice. It would still be possible to buy in the services of the LA and it was noted that the support services from Southwark were excellent. However if all the schools in the borough became academies then the LA would cease to have a supporting role. Top slicing took 36K from the school budget

but support was provided and 28K was returned through maternity insurance.

The Headteacher also attended a Working Together conference organised by the LA.

The Governing Body could not see any significant advantage in becoming an academy and did not wish, for the time being, to pursue this option.

4.5 Governors' Q&A wine and cheese evening

The Chair reported that parents had been asked to submit their questions in writing and a number of letters were received. Thought should be given to how the event would be structured to ensure different voices were heard. Governors would lead but SLT would be there to back them up.

Questions submitted covered the following matters

- Use of NQTs
- Standards of teaching
- Emphasis on RE
- Plans to introduce a PTA
- Dedicated water breaks during class
- Suggestion that the results plummeted – are governors happy with the Headteacher?
- Perception re joy and morale, spirit and community
- Teaching children empathy and philosophy
- View that there had been a shift in emphasis to mediocrity, policies and health and safety
- The range of functions fulfilled by assemblies (The Headteacher explained that parents were only invited to Friday assembly where rewards and certificates were given. Other assemblies during the week have other purposes. The School has changed their rewards process to say what the certificates given to children were for)
- Request to invite Bishop Pat to school.
- Too many mufti days and dress up days
(It would continue to be made clear that children were not required to bring a contribution in order to participate in mufti days. The school was sensitive that this was an issue for less well off parents.)
- Too many book sales/fairs
(Book fairs were held once a term and it was entirely optional whether or not parents bought books. There was a significant financial benefit for the school)
- Setting homework during the holidays.

It was suggested it should be explained what homework was for, why the child was asked to do it and what happened to it once it was back in school. It could also be set out what the demands of the curriculum were.

Governors were uncertain how far some of the matters raised were strategic and how far day to day management. There would be an introduction about the things governors were responsible for. The opportunity should also be taken to promote the school and how well it is doing

The event would take place on 30th June and would be advertised to parents.

4.6 Governors' Self Review

The set of 20 questions produced by the NGA had been circulated and they were considered by governors. The Chair will share information on the roles of committee chairs. In most areas it was felt the Governing Body was performing strongly. The following questions were picked out as areas to consider.

Q6 Governors discussed the idea of 360 degree feedback but concluded it was not necessary to conduct this.

Q9 Vision of what children achieve in future

There were close links within the Parish so it was possible to consider children's ongoing engagement with their faith

Transition to secondary school was taken seriously and planned with the secondary schools. For children with a statement/EHCP planning is started in year 4.

Information would be requested from year 6 teachers on work done in enabling children to move on

Q 12 Engagement – governors would be working on this over the next year.

Q16 – Governors were encouraged to visit the school.

Q18 – The Headteacher will report at the end of the summer term and an anonymised table re appraisal will be drawn up.

Q20. Governors were aware of the data and the trend.

5. Committees

5.1 Mechanics required for setting up new committee

Finance and General Purposes committee would continue as at present. The timing of the Governing Body would remain the same. After discussion it was agreed that CFC would meet at 5.30pm and Curriculum and Standards at 6.30pm on the same evening.

SMT would discuss which of them will attend which committee.

The clerk advised that in terms of establishing the committee the decision taken at the previous meeting was sufficient to set it up. She would provide model terms of reference to consider and the membership should be confirmed at the next meeting of the Governing Body.

5.2 Committee membership and link governor/buddy roles

The current committee membership was noted.

5.3 Committee meeting attendance

A summary of committee attendance had been circulated and there were no issues identified.

5.4 Committee meeting minutes/reports

Finance and General Purposes

Minutes of the meeting on 19th May 2016 had been emailed and were tabled.

The Committee Chair drew attention to the following issues which were discussed

- Balances – school development project still to be signed off
- Nursery places take up
- Increased salary costs
- Premises work – proposed extension will not go ahead
- Playground – work done outside
- Three year budget plan
- Benchmarking
- Scheme of Delegation will come to the Governing Body in September
- Business continuity plan was agreed
- Premises
- Staffing update

The Chair asked if in relation to teacher interviews the whole Governing Body could be advised in order to make it easier to find a volunteer.

The Headteacher updated governors re teacher recruitment. Two very strong candidates had been found and appointed - one appointment was for maternity cover. They both did well at interview and showed considerable resilience in dealing with two fire alarms during the interview process.

In response to a query it was clarified that Mrs Herreras' responsibilities were advertised internally.

Minutes of the meeting held on 17th April had been circulated with papers for the meeting.

Curriculum and Standards

Minutes of the meeting held on 1st March had been circulated with papers for the meeting.

5.5 Link Governor Reports

Written reports of visits had been circulated with papers for the meeting relating to visits by

Fr Gerard Mulvihill

Mary-Jo Sutton

It was agreed that Elizabeth Bond move to being link for literacy and more able children

6. Report from School Business Manager

The Annual Expenditure Plan must be approved and returned to the LA by the end of the month. It was **RESOLVED** to adopt the Plan presented and that the Chair of Governors would sign it.

The lowest estimate was accepted for the work outside. Drawings were still awaited to indicate what was needed. Work would also be done on the decking.

The carry forward was marginally above the limit which was permissible and an explanation of the £230 excess had been provided to the LA.

A governor asked if the spend on agency was typical for a school of this size?

It was explained that the spend was high because there were several agency staff employed on a long term basis. Eg to cover PPA.

A governor asked about the After School club.

It was clarified that it was covering its costs.

Although the budget was healthy now it was difficult to say what the position would be in three years. It was likely that income will go down.

It was noted that curriculum resources covered everything, other than ICT, which supported learning.

7. Headteacher's Report

The Headteacher's detailed written report had been circulated with the papers for the meeting. It set out the School Improvement Priorities

and actions which had been taken. It had been updated to include the summer term.

She provided clarification in response to questions as follows

“What makes good” was an initiative to establish success criteria for particular activities and areas of learning and achievement.

Pauline Hichcliffe was an independent consultant who has provided training.

Rachel Stenfalt joined the meeting at 20:21

A governor asked about bullying incidents.

The Headteacher reported that teachers have book where they write down any incidents of poor behaviour. The Assistant HT reviewed these books every half term and considered if there were any patterns of behaviour or particular trigger points. He tabled an analysis of behaviour.

Consideration has been given to tackling low level disruption. This tended to be caused by a small number of children who have particular needs.

Racial incidents were always dealt with by the Headteacher. Parents were contacted but there was no longer a need to report it to the LA.

8. SEF

The SEF was circulated with papers for the meeting. It was not a statutory requirement to have a SEF but it was regarded as good practice. The format used was suggested by Dany Thomas and it was significant changes were updated regularly. The actions listed were those taken since Sept 14 and they were added to. The sections related to the Ofsted handbook.

Data can only be updated when the achievement data for the end of the school year is available. The Curriculum committee had seen data for March 2016 so were aware of changes since the data in the SEF

School Improvement Points at the end of each section were the points the school was working on or was planning to work on.

A governor asked about the awards listed and it was confirmed that they were all current.

The Headteacher was thanked for her very comprehensive report.

9. School Visit Report

The report was circulated with papers for the meeting. The School was very pleased with this report. The feedback was all extremely positive and the visit had been very thorough.

The School Council was a credit to the school and its members were all confident and articulate. The Headteacher reported that children regularly came to talk to her about a whole range of issues including raising concerns and making requests.

10. Safeguarding update to governors

Work was underway to create an induction policy for visitors, contractors, supply staff and volunteers, which will have a considerable safeguarding element.

There had been no referrals this term but there was one ongoing concern being discussed with the LA.

11. SEN update to governors- dyslexia friendly school status/Parent Awareness Evening June/ July 2016

Kirsten Macdonald had produced an action plan which was RAG rated. Action will be taken on any areas which are red and staff, governors, parents and children would be involved. A number of staff had offered to be involved.

It was planned to hold an SEN Day which will involve having a range of people to speak to parents. The school SEN report will be shared and there will be a series of mini workshops.

Governors thanked Kirsten for the work she had done on this and Rachel Shipton for the work she had done on Makaton.

Kirsten would look into Dyslexia awareness training for governors.

The Parent information event will be held on 7th July 3.30.

12. Statutory Responsibilities

12.1 Compulsory DBS Checks

It was noted that Governors were asked to make arrangements to apply for a DBS check. The process was in hand and when governors receive their certificate they must bring it into school.

Eva would provide governors with a link to safeguarding online training.

ACTION Eva Dudzicki

12.2 Policy Schedule

A policy schedule had been circulated with papers for the meeting. Policy review would be incorporated into governor agenda plan for next year.

13. **Governors' Bulletin**

13.1 Local Offer

Governors' attention was drawn to the Local Offer from Southwark Council (see www.localoffer.southwark.gov.uk, in particular the "Have Your Say" section)

14. **Any other Business**

Staff breakfast went extremely well and it would be good to repeat it. It was suggested there should be one each term.

Any governor who can help at the school fair was invited to volunteer (25th June 12-3).

15. **Proposed Dates and Times of Future Meetings**

It was **RESOLVED** to hold the following meetings

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| Governing body | 28th September |
| F&GP | 13th October |
| Children Families and Community | 9th November |
| Curriculum and Standards | 9 th November |
| Governing Body | 22nd November |

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| F&GP | 19th January |
| Children Families and Community | 16 th January |
| Curriculum and Standards | 16 th January |
| Governing Body | 28th February |

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| Curriculum and Standards | 24 th April |
| Children Families and Community | 24 th April |
| F&GP | 18th May |
| Governing Body | 20th June |

F&GP at 7.30am
CFC at 5.30pm
Curriculum and Standards at 6.30pm
Governing Body at 6.30pm

16. **Confidential**

There was no confidential business.

The meeting ended with a prayer at 20:55