

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at St Anthony's School, held on **Tuesday 1st March 2016 at 6.30pm**

Present

Ms Angela Boilson	School Business Manager (Associate member)
Ms Elizabeth Bond	
Mr Ian Croft	Assistant Headteacher
Mrs Jane Day	Headteacher
Mrs Eva Dudzicki	
Mr Peter Firkin	
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.

The Chair warmly welcomed Peter Firkin, newly appointed Foundation Governor, and governors introduced themselves.

1. Apologies for Absence

Apologies for absence were received from Kirstin MacDonald. It was noted Elizabeth Bond, Rachel Stenfalt and Linda Gibson would be joining the meeting when their deliberations on Admissions were finished.

2. Declarations of Interest in the agenda

There were no interests to declare.

3. Minutes of the last governing body meeting on 3rd November 2015

3.1 Approval of the minutes

It was **RESOLVED** to sign the minutes of a meeting held on 3rd November as a correct record with the addition that Rachel Stenfalt was present.

The Clerk agreed to send the minutes as a PDF to the School Business Manager to be uploaded onto to the website.

ACTION Clerk

3.2 Matters Arising (not appearing elsewhere on the agenda)

It was noted that the website has been updated.

Governors would be visiting the school on 11th March to meet with staff, attend assembly and observe the school council.

A governor asked for minutes of student council to be sent to governors.

It was agreed it would be helpful to have a timetable for visits and this will be circulated.

ACTION Chair/Headteacher

Some minor amendments (staff names) were needed to the Scheme of Delegation.

ACTION School Business Manager

4. Governing Body

4.1 Governing body membership and vacancies (*attached*)

4.1.1 It was noted that Peter Firkin was appointed as a foundation governor on 22 December 2015.

4.1.2 There was one Foundation vacancy. It was noted it would be helpful to recruit a governor with finance skills and with local contacts/interests.

4.2 Governing body meeting attendance

A summary of attendance at meetings was circulated with the papers for the meeting. It was noted that attendance at meetings was good.

4.3 Governor Training and Development

A summary of training attended had been circulated with papers for the meeting.

5. Committees

5.1 Committee membership and link governor/buddy roles (*attached*)

It was resolved to add Peter Firkin to the F&GP committee and to the first and second committees. He was appointed as Link Governor for Early Years and for Safeguarding.

ACTION: School Business Manager to amend on the website.

At 6:55pm the Admission committee governors arrived

Governors who had responded to the Chair to express a view on which committee interested them had an interest in curriculum and the potential new committee

5.1.2 Discussion re: creation of a third committee (Children/Families and Community)

As a result of recent training attended it was proposed to form a third committee. The Chair had circulated a list, produced by Michele Robbins of all the different areas which Ofsted expected a Governing Body to cover and which committee should consider them. Individual governors have their own particular areas of interest and expertise and together these combine to create all the skills which the Governing Body as a whole needs. It was intended that each governor should be on one committee.

It was **RESOLVED** to form a Children, Families and Community Committee from September.

It was noted this should not increase the workload for the Headteacher as the Assistant Headteacher can head up a committee rather than Headteacher having to attend all of them.

Governors were asked to express an interest in which committee they wished to join to Paul Taylor and Eva Dudzicki.

5.2 Committee meeting minutes/reports

5.2.1 Finance and General Purposes

Minutes of the meeting held on 14th January 2016 were attached to the papers for the meeting. The Chair reported that the committee discussed items including -

- Playground redevelopment
 - Quotes had been obtained and value for money discussed.
- Re-spraying the playground
- Budget
- Applying for Grants
- Additional activities –London Philharmonic will be visiting after Easter.
- SFVS recommended to Governing Body
- A teacher was recruited
- The Appraisal Policy was reviewed and the Headteacher and Chair had discussed it further
- Paul Taylor reported on premises and health and safety.
- The Health and Safety policy was approved.
- A lone working policy was in place

- Concern was discussed re safety on zigzags – the mobile camera will be turning up
- Linda Gibson agreed to go through data protection policy and Freedom of Information scheme.

There will be a meeting of the committee in April to close the accounts.

5.2.2 Curriculum and Standards

Minutes of the meeting held on 3rd November were circulated with the papers for the meeting.

The committee had also met immediately prior to the meeting and the Chair reported on the discussion.-

The committee spent time looking at pupil attainment and progress data and noted that transition to the new system was challenging.

John Sinnot system recorded and stored data

STAR was the Southwark assessment system

The Inspection Dashboard had just been released and was shared with the committee.

They discussed interschool sports and agreed that activities would be looked at on a case by case basis.

5.4 Link governor Reports

Reports from Eva Dudzicki, Fr Gerard Mulvihill and Mary-Jo Sutton had been circulated with papers for the meeting. They were thanked for the detailed reports they had provided

The Chair came into school to meet with Kirsty MacDonald but was unable to do so as she was sick. She would be seeking an update on becoming a dyslexia friendly school and the use of the provision “A place to be”.

ACTION: Inclusion Manager.

6. Clerking arrangements for next financial year

The Governing Body was happy with the service provided by Southwark Governor Services and would continue to buy into it. A request would be made to have the additional committee clerked.

7. Agree admissions arrangements for 2017/18

It was **RESOLVED** to continue with current admissions policy and arrangements. The dates in the policy would be updated and it will be uploaded to the school website and sent to the LA.

ACTION Headteacher

8. Headteacher's Report

This was moved further down the agenda.

9. Report from School Business Manager

A written report was circulated in advance of the meeting. The points covered included the following.

- It set out virements which had been made to contingency.
- The gas contract was renegotiated and costs went down.
- Contingency is £200,000
- £45,000 is committed to the re-development project
- Funding for children with an EHSC (Education, Health and Social Care Plan) is awaited
- Early years funding has been reduced.
- Southwark has adjusted money allocated on the basis of deprivation to minimise the impact on schools.
- The indicative budget has been received and the position for next year is OK

Planning permission was gained on the basis of the design submitted for the redevelopment of the playground. Cathal Wayne has asked for suggestions of companies to tender and has sent them documents. He will receive and open the tenders.

A governor asked if consideration was being given to a green roof.

While it was accepted it would be environmentally friendly, the maintenance cost would be higher and the children would have no access and probably would not be able to see it. It was noted the roof was not well placed for solar panels; however more could be made, for educational purposes, of the solar panels which exist on the hall roof. There could be a water butt to collect water from the new roof.

It was **RESOLVED** not to pursue a green roof.

There had been some difficulty with gaining quotes for the Reception playground. Creative Play had done work in the past but were now saying they did not do landscaping.

It was **RESOLVED** in principle to go ahead with the project and the School Business Manager would obtain further details of contractors and email the finance committee with the information.

ACTION School Business Manager

It was agreed to spray the upper playground with non slip paint.

Quotes had been requested for the decked area. It could not be used for a substantial part of the year as it was very slippery when wet.

It was **RESOLVED** to approve the proposals presented.

10. Safeguarding update to governors

This will come to the next meeting

11. SEN update to governors- dyslexia friendly school status

This will come to the next meeting

12. Budget 2016/2017

12.1 The arrangements for the adoption of the budget would be that it was delegated to the F&GP Committee, and in accordance with their terms of reference and the school's scheme of delegation they would approve virements between budget heads during the course of the financial year and monitor the budget throughout the year. Consideration and approval of contracts would be carried out as stipulated in the Scheme of Delegation.

12.2 To ensure the school meets the Schools Financial Values Standard (SFVS)

The return was included in the papers circulated for the meeting. It had been considered by the F&GP Committee. It was suggested that it could be added to it that governors had received finance training. It was **RESOLVED** to adopt and submit the return to the LA.

ACTION School Business Manager

13. Statutory Responsibilities

13.1 Policy Schedule

This was circulated with papers for the meeting and was noted.

13.2 Equality Policy objectives and data

This had been circulated to governors with papers for the meeting. Governors welcomed the work done to update it.

It had identified what was the biggest gap was that had to be closed. Governors suggested that the targets for closing this could be made more specific.

It was **RESOLVED** to adopt the policy subject to fine tuning of actions and minor drafting amendments.

13.3 Staff Appraisal Policies

These policies had been circulated with papers for the meeting and had been considered by the F&GP Committee and were recommended for adoption. The Headteacher clarified specific queries on the wording.

It was **RESOLVED** to approve the teaching staff appraisal policy and the support staff appraisal policy. The Headteacher was asked to check the School Capability Policy referred to in the Support Staff policy document to ensure that it too did not require amendment.

ACTION Headteacher

13.4 Sex Education Policy

As had been reported to the Curriculum and Standards committee further work was needed on this policy and it will come to a future meeting.

13.5 Complaints Policy

The policy had been circulated with the papers for the meeting. It was **RESOLVED** to adopt the policy. A suggestion was made that a stage 5 might be added but the Clerk recommended that the governors' decision on stage 4 should be final and did not recommend a stage 5.

ACTION: School Business Manager to amend on the website.

13.6 Governors' Statement on Behaviour and Discipline

The policy had been circulated with the papers for the meeting. It was **RESOLVED** to adopt the policy

13.6.1 Revision of the School's Mission Statement

It was agreed the statements in it could be strengthened by deleting qualifying words such as "aim" and strive".

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

ACTION: School Business Manager to amend on the website.

13.7 Data Protection Policy

This policy had been revised by Linda Gibson and circulated to governors. It was **RESOLVED** to adopt it.

13.8 Freedom of Information scheme

This policy had been revised by Linda Gibson and circulated to governors. It was **RESOLVED** to adopt it.

13.7 Future Review

- The summer term meeting will consider
- Child Protection
Including Statement of procedures-allegations of abuse against staff
Supporting Pupils with Medical Conditions Policy
 - SRE Policy

14. Pay Committee Scheme of Delegation

Terms of Reference for the Pay committee had been circulated in advance of the meeting. It was noted that the Headteacher would make recommendations and the pay committee would consider the recommendations and make decisions. There was not an automatic right to increments and it was agreed that this matter would be on the agenda for the summer FGB before the pay committee would meet in the summer term when Performance Appraisal had been completed. Support staff appraisals were currently under way. The annual report on the outcome of these would be provided to governors in due course.

It was **RESOLVED** to adopt the terms of reference circulated with the deletion in point 4.1 of the words “including an examination of objectives set”.

It was agreed a governor could be involved in the current recruitment of a teacher.

Linda Gibson left at 8.50

15. Headteacher’s Report

The SIP had been circulated with papers for the meeting and questions were invited.

Nursery

A paper about nursery applications was circulated. Numbers had fallen and the Headteacher had sent out a questionnaire to parents to seek views on what provisions might be likely to boost applications. She had received 110 responses. There was support for offering a combination of half days and full days with additional payments.

The Headteacher proposed to offer places on a staggered basis according to the criteria for admission.

Round 1 - Offer 28 places (ie weekly practice with and without a sibling) for the morning sessions with an option to sign up for top up sessions.

Round 2 Once these have been received , offer other places (ie to most weeks with a sibling) for any morning sessions not taken up with the option to sign up for top up sessions.

Round 3 – Once these have been received offer places (ie to most weeks without a sibling) for any morning sessions not take up in round 1 and 2 with the option to sign up for top up sessions.

There were benefits to the school in having a nursery and it impacts on achievement of children when they enter reception. Take up has fallen as the provision offered had not supported work patterns.

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

16. Dates and Times of Future Meetings

F&GP	19 th May at 7.30am
Curriculum and Standards	15 th June at 5.00pm
Governing Body	15 th June at 6.30pm

17. Links with Local Community-

Sport/ Radio 4 Event /school initiatives

Details had been circulated of the criteria for hosting Question Time. It was broadcast on a Friday evening and the set up would be extremely disruptive to the running of the school. It was also a requirement to be able to seat 250 people. Governors did not consider it was practicable to host this during term time.

18. Staff and parent meeting/ children

This would be returned to at the next meeting.

19. Any other Business

There was none.