

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at the school on Tuesday 22nd November 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
Mr Peter Firkin	Chair
Mrs Linda Gibson	
Andrew Gilbert	
Ms Hilary Jarvis	
Dr Satish Jayawardene	
Ms Kirstin MacDonald	
Fr Gerard Mulvihill	
Ms Rachel Stenfalt	
Dr Paul Taylor	

In attendance
Maureen Boyle Clerk

TRAINING/PRESENTATION ON RAISE ONLINE

The Headteacher had put together a pack drawing data from a variety of sources. The Governing Body divided into small groups, each led by a member of the Senior Leadership Team and looked in detail at data for one area – maths, writing and reading. Governors found this very helpful and informative.

1. Apologies for Absence

Rachel Stenfalt had advised the Clerk that she would be late.

2. Declarations of Interest in the agenda

There were none.

Andrew Gilbert had been appointed as a Foundation Governor by the Diocese and was welcomed to the meeting.

The Chair thanked governors who had stepped in and met with Ofsted.

3. Minutes of meetings of the Governing body

3.1 Approval of the minutes of the governing body meeting on 28th September

It was **RESOLVED** to sign the minutes of the meeting on 28th September as a correct record.

3.2 Matters Arising (not appearing elsewhere on the agenda)

It was agreed that in the Governing Body Terms of Reference it would be helpful to clarify that areas which might require urgent decisions between meetings would relate to finance, health and safety and safeguarding.

It was noted in relation to committee membership that Jane Day was not a member of Curriculum and Standards Committee but would attend periodically to advise. Further discussion was needed on whether or not Kirstin McDonald should be a member of curriculum and standards committee

The Chair would follow up his action that a letter would be sent to Mary Jo. He agreed to share his draft with governors.

It was confirmed that the Clerk had circulated the NGA code of conduct.

4. Headteacher's Report

4.1 Headteacher's Written Report

A written report had been circulated which was directly linked to the school improvement plan and reviewed progress until end of October.

How often were pupil progress meetings held?

They were termly although there was also one at the start of the autumn term.

What sort of assessment was used?

It used a combination normative and summative assessment and was moderated to ensure it was standardised.

Early years consultants had been asked to check the base line assessment to ensure this was accurate. Their view was that some of judgements were too harsh and these had been amended. It was important to have this baseline in order to measure progress.

4.2 Safeguarding Update

Three concerns had been brought to the school's attention. None was referred on to the LA. There was one active referral re-opened with Early Help

4.3 Feedback from parents' survey (attached)

It was noted that only 50% of the respondents to the survey knew who governors were. It was noted that this information was on the website and was available for parents to find if they wished. The Headteacher would look into the idea of a photoboard for governors and staff.

The survey had asked parents to identify things they valued and things they wanted to develop. The ethos and Catholicity of the school were greatly valued. It was hard to find trends in things to develop. There had been comments re homework and how feedback about progress was given. The Headteacher had devised a survey about homework to gain more detailed feedback. The survey included a question asking if parents would prefer that there was no homework. There will be a later survey about pupil progress.

It was noted that the Ofsted parent survey asked if parents had valuable information about their child's progress

Some parents would find it helpful to have pointers about what they should ask at parents evening

6. Governing Body

6.1 Governing body membership and vacancies (attached)

It had been noted that Andrew Gilbert was appointed to the Foundation place and there was one LA vacancy.

6.2 Skills Audit

A tabular summary of the skills audit had been produced. It identified that it would be helpful to add to the Governing Body someone who was involved in a local business or community organisation.

It was also noted this was an area for development which CFC might like to explore and the committee was asked to look at assessing and developing links with the local community and report back to the Governing Body

6.3 Governor Training and Development (attached)

A summary of training attended was attached to the papers. It was noted that Southwark provided a wide range of training opportunities including excellent induction for new governors.

6.4 Agenda plan for year (to follow)

An agenda plan, which incorporated the agreed plans for the committees, was tabled. The Clerk explained that the electronic version was more comprehensive and included a brief summary of each responsibility and links to regulations and guidance.

7. Committees

7.1 Committee terms of reference

It was **RESOLVED** to adopt terms of reference for the following committees

- Admissions (with the correction that reference should be to the school website rather than school prospectus.)
- Curriculum and Standards
- Children Families and Community
- Finance and General Purposes
- Pay

7.2 Committee membership and link governor/buddy roles

It was **RESOLVED** that Fr Gerry would join the CFC committee it was noted that Angela Boilson is an Associate member of the F&GP committee.

7.3 Link governor Reports

The Committee had noted that in the long term someone was needed to take on the health and safety link. It would be clarified what needed to be included in the role.

Satish Jayawardene left at 20:10

Hilary Jarvis had visited and met with Kirstin MacDonald and her report would be sent out.

Elizabeth Bond had also made a visit and would sent a report

The Chair had spent a day in school. He asked that his thanks be passed on to staff for their time. He found the day informative and productive and was particularly fascinated and impressed by the coherent discussion in the year 6 philosophy lesson.

7.4 Committee meeting minutes

Minutes of the following committees were noted –
 Finance and General Purpose held on 13th October
 Curriculum and Achievement held on 9th November 2016
 Children, Families and Community held on 9th November

8. Report from School Business Manager (attached)

A number of virements had been agreed by the Chair as follows –
 £10,000 from Teacher Upper to Supply Teacher other
 £10,000 from Classroom Assistants to Support Staff supply
 £1,300 from Other Gas to Water charges
 £15,000 from Catering Client Management to Contingency

It was clarified that a virement was a movement of money from one budget heading to another and the scheme of delegation set out at what level approval was needed.

9. Statutory Responsibilities

9.1 Policy Review

- Teacher Appraisal Policy
This was being considered by the union and they had asked for more time to consult. The Headteacher had agreed to a further two weeks
- Complaints policy
This will be discussed further by the CFC committee

10. Dates and Times of Future Meetings

F&GP	19th January at 8.00am
Children Families and Community	16 th January at 5.30pm
Curriculum and Standards	16 th January at 6.30pm
Governing Body	28th February at 6.30pm
Curriculum and Standards	24 th April at 6.30pm
Children Families and Community	24 th April at 5.30pm
F&GP	18th May at 8.00am
Governing Body	20th June at 6.30pm

11. Any other Business

There was none.

Signed _____ Date _____