



St. Joseph's Catholic Primary School

10th December 2024

Minutes of Full Governors Meeting

PRESENT: Julian Rakowski, Headteacher (JR), Anita Marshall, Co-Chair of Governors (AM), Hilary Turner, Co-Chair of Governors (HT), Philip Stark, Chair of R&C Committee (PStark), Jemimah Jamiru, Chair of S&O Committee (JJ), Bittoy George (BG), Sandra Stokes, (SS), Danita Rowlands (DR), Gerard McMahon (GM), Sharon McHugh (SM)

CLERK: Cath McNee

OBSERVER: Jamie Doak

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies Claire O'Neil, Fr. Cristiano Braz and Edyta Marciniuk – Apologies received and accepted.	
1c	Chair's Action and Report Co-Chair gave an update: <ul style="list-style-type: none">- Governors attended the Parent's Evening and positive feedback was received.- Co-Chairs have attended updates on academisation.- Meeting was held to review the Governor Action Plan; pleasing to see many of the actions have been completed. Governors were invited to attend the Year 5 Advent Service on 17 th December.	
1d	Accuracy and matters arising from the minutes not on the agenda – 1st October 2024 SATs results were reviewed at the Standards and Outcomes meeting. Headteacher referred to point 2b in the minutes and updated Governors: <ul style="list-style-type: none">- Catholic pupil numbers are in the Headteachers Report for Governors to review.- Admissions Policies vary from school to school, some have a Certificate of Catholic Practice, and some do not.- The policies spreadsheet requested by Governors is complete.	

	- St. Ann's scaffolding is still in place.	
1e	Matters arising from the minutes not on the agenda None.	
1f	Any urgent business pre-notified to the Chair None.	
1g	Register of Interest Nothing to declare.	
1h	Declaration of Interest Nothing to declare.	
1i	Governor Code of Conduct Governors to sign the Code of Conduct on GovernorHub.	
1i	AOB None.	
2	Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1	
2a	Resources and Compliance – Adoption of Terms of Reference Governors approved and adopted the R&C Terms of Reference and were signed by the Chair.	
2b	Resources and Compliance – Review and challenge draft minutes of meeting for 10th October 2024 The Headteacher referred to the minutes, point 2b - dedicated school grant, and explained the difference between the allocated and actual figure was because of an error in the unit specified on the spreadsheet, monthly was selected instead of yearly, this has now been corrected. The Headteacher referred to the minutes, point 3a, and informed Governors a Health and Safety walk and meeting with the Health and Safety Governor took place to review and reassess priorities on the Premises Action Plan. Premises Action Plan to be reviewed and approved at the next full Governors meeting.	JR

2c	<p>Standards and Outcomes – Adoption of Terms of Reference</p> <p>Governors approved and adopted the S&O Terms of Reference and were signed by Chair.</p>	
2d	<p>Standards and Outcomes Review and challenge draft minutes of meeting</p> <p>The Headteacher referred to point 1d of the minutes and informed Governors the Deputy Headteacher has expanded the number of Clubs offered, this has been done by offering teachers half a day off work in return for giving up their time.</p> <p>The Deputy Headteacher informed Governors almost 200 children were offered a club this term. Morning clubs will be offered in Spring.</p> <p>The Headteacher referred to point 2a of the minutes and reported the following monitoring visits that have taken place:</p> <ul style="list-style-type: none"> - 8 ECT drop-ins - 9 upper-phase drop-ins - SEND drop-ins 	
3	<p>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</p>	
3a	<p>Nursery Presentation</p> <p>Nursery Teacher gave a presentation to Governors.</p> <p>Governor asked if there could be more opportunities for children to be outside. Nursery Teacher said there are lots of opportunities for children to learn outside and talked about the activities the children have access to outside in the nursery play area.</p> <p>Governor asked if Nursery children are taught leading strokes when learning to write. Teacher said children are encouraged and supported to form letters correctly. In nursery the task is to ensure children know some letters. More detailed phonics sessions are held in Reception.</p> <p>Governors thanked the nursery teacher for the informative presentation.</p>	
3b	<p>Review Autumn Headteachers Report</p> <p>The Headteacher Report was circulated to Governors before the meeting for review.</p> <p>Governors reviewed the report.</p> <p>Governors discussed the possibility of Ealing taking over school premises for a special school due to the reduction in pupil numbers. The Headteacher said Ealing has made enquiries about taking over the whole of the Lower Phase. St. Joseph's would be worse off, the land swap is not fair.</p>	



	<p>The Headteacher said a preferred solution would be for Ealing to take over the Middle Phase building which sits on land owned by Ealing and an easy knock-through fence wise. Ealing are in desperate need of SEND school places, there is a possibility of portacabins being used to speed up the take-over of property so that it can be utilised more quickly. Any change would be 3 to 4 years away.</p> <p>Governor asked who makes the final decision regarding school premises. Headteacher said the Trustees/Diocese make the final decision.</p> <p>Governor asked if Headteacher and Governor views will be taken into consideration. The Headteacher said the executive board would appreciate it's not a fair swap of land.</p> <p>Governor requested attendance figures at the next full GB meeting. The Headteacher said the overall attendance is in line with Ealing.</p>	JR
3c	<p>Governor Emails</p> <p>The Deputy Headteacher informed Governors school has migrated to Google Mail and Governors have new email addresses. The new domain for St. Joseph's is @stjcp.education.</p> <p>Governors were given their new email addresses and information on how to log-in to Google Mail.</p>	
3	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 3	
4a	<p>Consider and approve draft term dates for 2025/26</p> <p>Governors reviewed and approved the 2025/26 term dates.</p>	
4b	<p>Review Policies</p> <p>The following policies were approved and adopted by Governors:</p> <p>Behaviour Policy Complaints Procedure Policy Safeguarding Policy Special Educational Needs and Disability (SEND) Policy Social Media Policy Whistleblowing Public Interest Disclosure Policy</p> <p>Governors discussed the Social Media Policy and approval process for posts on social media. Governors viewed the social media accounts going live on Friday 13th December – X, Instagram and Facebook.</p> <p>Governors thanked the Deputy Headteacher for his work on the social media accounts.</p>	

4c	Subject Updates The following reports are to be submitted in the coming week and available to view on GovernorHub – SEND learning walk, Science, DT, Spanish, English, Safeguarding.	
4d	H&S Update Headteacher held meeting with Health and Safety Governor on 5 th November 2024.	
4e	Confidential Safeguarding update The Headteacher gave a confidential update to Governors, recorded on a separate page.	
4f	Academisation The Headteacher gave a brief update on academisation and said 2 local Headteachers have put their names forward for the position of CEO of the Academy Trust. An issue with the lease is holding up the application to become an academy in a new trust which we need to submit to the DfE by 20 th December 2024. The Headteacher has not received a reply from the Diocese and will be following-up. The Headteacher said 1 st April 2026 for academisation is possible. Consultation with staff and parents will be completed in the spring term.	
4.	AOB	
4a	The Headteacher received a request from Our Lady and St Joseph's playgroup who previously used the parish hall, to use the community classroom for their playgroup. Governors requested safeguarding and DBS checks to be completed before any use of the community classroom. Headteacher agreed. Governors agreed the use of the community classroom.	
4b	The Headteacher received requests from 2 staff members to reduce their hours: <ul style="list-style-type: none"> - HLTA to reduce to 4 days per week. - Welfare staff member to revert to SEN admin role. Governors agreed both requests.	



4c	<p>The Headteacher informed Governors about a Local Authority initiative to ban smart phones in primary schools. Governors discussed the issue. A Governor suggested consultation with parents before any change. The Headteacher informed Governors the ban cannot be enforced.</p> <p>Governors agreed to promote 'brick' phones and adopt the initiative.</p>	
	The meeting finished at 9.55pm	