

HT 23/01/2024



St. Joseph's Catholic Primary School

12 December 2023

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), Sharon McHugh (SMH), Bittoy George (BG), Gerard McMahon (GM), Fr. Cristiano Braz (FCB), Sandra Stokes, (SS), Jemima Jamiru (JJ), Danita Rowlands (DR).

CLERK: Cath McNee

OBSERVER: Kate Kenny

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	<p>Apologies</p> <p>Claire O'Neill – apologies received and accepted. Edyta Marciniuk – apologies received and accepted.</p>	
1c	<p>Chair's Action and Report</p> <p>Co-Chair attended a Chair of Governors briefing from the Diocese and updated Governors:</p> <ul style="list-style-type: none"> - The percentage of Catholic children attending Catholic schools has gone down from 80% in 2016 to 73% in 2023. - 65.2% of schools in the Diocese are now working towards or are already academised. - Bishops' decision to defer the implementation of the Religious Education Directory (RED) until 2026, it has not been finalised for primary schools yet. - Schools should be working towards having a risk assessment document, for senior leaders, tracking key risks in schools such as financial and premises risks. The Headteacher said he is confident the school has such a document. The Health and Safety Governor asked if a template is available for the risk assessment document. Co-Chair agreed to send a copy of the template. - Carbon footprint in schools was raised; looking at lighting and heating to see how schools can be run more sustainably. - The Headteacher and Deputy Headteacher Conferences are in March and April next year. The Headteacher said both conferences will be attended. <p>Governors agreed to discuss academisation in further detail at the next GB meeting. The Headteacher said a budget meeting is being held this week.</p>	HT

	<p>The Headteacher said he attended a Deanery meeting regarding academisation and has received an email with details about the paperwork required for due diligence, it will be time consuming for staff to gather the information.</p> <p>Governor requested academisation to be a standing item on the agenda. The Headteacher agreed.</p>	
1c	<p>Accuracy and matters arising from the minutes not on the agenda</p> <p>Minutes of meeting from 26th September 2023 were approved by Governors and signed by the Chair of Governors.</p>	
1d	<p>Matters arising from the minutes not on the agenda</p> <p>None.</p>	
1h	<p>Governor's Action Plan</p> <p>Chair informed Governors a meeting was held in October and the Governor Action Plan was reviewed. Meeting to be organised for the new year.</p>	
1i	<p>Any urgent business pre-notified to the Chair</p> <p>None.</p>	
1k	<p>Register of Interest</p> <p>The Clerk asked Governors to update their Register of Interest on GovernorHub.</p>	AM/BG
1l	<p>Declaration of Interest</p> <p>Nothing to declare.</p>	
1j	<p>Governor Code of Conduct</p> <p>See point 3c.</p>	
1m	<p>AOB</p> <p>See point 5.</p>	
2	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1</p>	
2a	<p>Adoption of Terms and Reference for Resources and Compliance Committee</p> <p>Governors agreed and adopted the R&C Terms of Reference and signed by the Chair.</p>	

2b	<p>Resources and Compliance minutes of meeting – receive, review and challenge draft minutes</p> <p>Governors reviewed and agreed the 12th October 2023 R&C minutes of meeting.</p>	
2c	<p>Adoptions of Terms and Reference for Standards and Outcomes Committee</p> <p>Governors agreed and adopted the S&O Terms of Reference and signed by the Chair.</p>	
2d	<p>Standards and Outcomes minutes of meeting – receive, review and challenge draft minutes</p> <p>Governors reviewed and agreed the 17th October 2023 S&O minutes of meeting.</p> <p>The Headteacher referred to point 2a of the 17th October S&O minutes of meeting and said the low numbers of parents attending the reading and phonics meetings was due to child care issues, parents having older children and already being familiar with phonics or parents accessing the presentation on the website rather than attend the meeting in person.</p> <p>Governor asked if the meeting could be online. Headteacher said a phonics meeting is not as affective online.</p> <p>Governor suggested running a meeting at 9am to capture parents dropping off in the morning. The Headteacher agreed to look at running a morning meeting.</p>	
3	<p>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</p>	
3a	<p>Science Leader Presentation</p> <p>Science Lead gave a Science curriculum presentation to Governors.</p>	
3b	<p>Review Autumn Headteacher report</p> <p>The Headteachers report was circulated to Governors. Governors were happy with the new format.</p> <p>Governor commented on Pupil Achievement and noticed that writing is down in Years 5 and 6. The Headteacher said writing objectives gets harder as pupils move up the school. With the high level of EAL pupils it becomes harder for pupils to meet the objectives.</p> <p>Governor asked how writing figures compare to Ealing or national figures. The Headteacher explained only Year 6 and Year 2 are compared with national figures and we are above those. This data is based on teacher assessment.</p>	

	<p>Governor asked how the figures compare to recent years. Headteacher said the figures are similar. The Headteacher agreed to put in a comparison column with data from the year before.</p> <p>Governor asked if the Headteacher is happy with the unauthorised absences. Headteacher said no, since Covid parents are less concerned about whether their child comes to school or not.</p> <p>The Headteacher informed Governors he has a meeting with the Attendance Officer soon. Letters will be sent out to parents whose children are below the threshold.</p> <p>Governor asked what the Attendance Officer does. The Headteacher said the Attendance Officer goes through options for the school and can speak to parents if necessary.</p> <p>The Headteacher agreed to compare attendance with Ealing data at the next meeting.</p> <p>Governor asked about behaviour. Headteacher said overall behaviour is good.</p> <p>Governors discussed a racist incident. The Headteacher said racist incidents are completely unacceptable and we educate the children and request parents come into school for a meeting.</p>	<p>JR</p> <p>JR</p>
3c	<p>Review Governor Code of Conduct</p> <p>Governors agreed and adopted the Governor Code of Conduct.</p>	
3d	<p>Nursery in Church hall</p> <p>The Headteacher informed Governors he has become aware that Our Lady and St. Joseph's Church is proposing to run a nursery in the parish hall which would rival our nursery. The Headteacher said there are fewer and fewer children to share the local nurseries.</p> <p>Governor said the parish hall belongs to the Diocese, the finance committee and the trustees of the Diocese have agreed to lease the hall. £120k was borrowed to renovate the parish hall and parish finances are stretched. There are over 30 parishes that rent out their halls to nurseries. The proposed nursery is offering childcare for 2 to 5 years from 8am to 6pm, the Diocese do not see a conflict with St. Joseph's school nursery. The school's concerns have been mentioned to the Diocese.</p> <p>The Headteacher asked if some of the 30 nurseries have a catholic primary school attached. Governor said some do, and that is how they are surviving financially.</p> <p>Governor said there is a conflict of interest and St. Joseph's will lose out on revenue because we won't get the children.</p> <p>The Headteacher requested parishioners are not offered a discount at the nursery.</p>	

	<p>Governor explained he has responsibility for the parish, the parish roof needs replacing and the money needs to be found, the church hall is a resource that can generate income.</p> <p>The Headteacher said as a stake holder in the parish, he was concerned the school was not consulted.</p> <p>The Headteacher asked if the Diocesan finance committee/trustees raised any issues with children being taken away from the school nursery. Governor said the church has to look after the parish, not just the school. The nursery could rent the hall from someone else locally.</p> <p>Governor said the nursery will take up 50 children and is looking for a 10 year lease, they are hoping to open in February 2024.</p> <p>Governor said the Diocese have a duty to consult the school with regards to the new nursery within the parish hall. Governor agreed communication could have been better.</p> <p>Governor said Trustees of the Diocese are responsible for the financial side of the Parish and confirmed the deal is in progress and unlikely to be changed.</p> <p>The Headteacher informed Governors he visited 20 local nurseries and dropped off the school brochure and invited parents to attend our school tours.</p>	
4	Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 3	
4a	<p>Consider and approve term dates for 2024/25</p> <p>Governors approved 2024/25 term dates.</p>	
4b	<p>Review policies</p> <p>The following policies were approved by Governors with minor amendments.</p> <p>Health and Safety Policy Attendance Policy Anti-Bullying Policy Acute Incidents and the Administration of Medicines Policy</p> <p>AM proposed HT seconded</p>	
	<p>TLR</p> <p>Governors gave an update on the status of their LTR meetings/reports.</p>	
4c	H&S updates	

	<p>Headteacher informed Governors a fire drill took place on 13th November and 2 governors were in attendance. The phases have improved their evacuation times.</p> <p>Governor said the fire drill was very orderly and professional.</p>	
4d	<p>Safeguarding</p> <p>Safeguarding training for staff completed in November. Governors were reminded to complete the training. Headteacher will send the link.</p>	JR
5.	<p>AOB</p> <p>The Headteacher informed Governors the Deputy Headteacher would like a reduction in hours to 4 day a week.</p> <p>Governor asked how the reduction on hours will impact on the school? The Headteacher said the impact can be planned for.</p> <p>Governor asked if the Headteacher's workload will increase. Headteacher said no.</p> <p>Governors agreed for the Deputy Head to reduce hours to 4 days a week, with the scope to return to 5 days if requested.</p>	
	<p>The Chair thanked staff for their hard work this term.</p>	
	<p>The meeting finished at 9pm.</p>	