



St. Joseph's Catholic Primary School

19 March 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), Gerard McMahon (GM), Sandra Stokes, (SS), Danita Rowlands (DR), Claire O'Neill (CON), Edyta Marciniuk (EM).

CLERK: Cath McNee

OBSERVER: Kate Kenny

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies Fr. Cristiano Braz – apologies received and accepted. Sharon McHugh - absent	
1c	Chair's Action and Report Co-Chair attended a Chair's Briefing and gave a brief update: <ul style="list-style-type: none">- Admissions training on 8th May 2024.- Complaints are on the rise and are becoming more complex, Governing Bodies need to ensure they are prepared.- CES Census data – submitted in February.- Academies – 67.2% of schools are now engaged in the process. Co-Chair informed Governors of two changes to the Ofsted process. Co-Chair talked about Governors attending the parents evening. Positive feedback was received about the school; children like their teachers and like coming to school. Parents like the behaviour and school routine. Co-Chair encouraged Governors to speak to parents if opportunities arise and suggested the first Friday of every month for Governors to attend school assemblies as an opportunity to meet and talk with parents. The Headteacher informed Governors the Music Evening is happening Thursday 21 st March and Way of the Cross on Tuesday 26 th March.	

	<p>Co-Chair informed Governors the deadline for sending a photo and a short introductory paragraph is Friday 29th March. The photo and paragraph will be included in the school newsletter and on the Governor page of the school website.</p> <p>Co-Chair informed Governors the Governance Handbook has been replaced with a new Maintained Schools Governance Guidance document.</p> <p>Governors thanked staff for their hard work this term.</p>	All
1d	<p>Accuracy and matters arising from the minutes not on the agenda – 23rd January 2024</p> <p>Minutes of meeting from 23rd January 2024 were approved by Governors and signed by the Chair of Governors.</p>	
1e	<p>Matters arising from the minutes not on the agenda</p> <p>None.</p>	
1f	<p>Governor's Action Plan</p> <p>Co-Chair said a meeting was held and the Governor's Action Plan document has been updated, the revised document will be uploaded onto GovernorHub.</p>	JR
1g	<p>Any urgent business pre-notified to the Chair</p> <p>None.</p>	
1h	<p>Register of Interest</p> <p>The Clerk asked Governors to update their Register of Interest on GovernorHub.</p>	
1i	<p>Declaration of Interest</p> <p>Nothing to declare.</p>	
1j	<p>AOB</p> <p>None.</p>	



2	Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1	
2a	<p>RE Subject presentation</p> <p>RE Lead gave a subject presentation to Governors, brief outline below:</p> <ul style="list-style-type: none"> - Catholic schools' inspection window opens from Sept 2024 for the academic year, last inspection was in May 2018. - Worked hard to prepare staff for the inspection. - Lesson observations have taken place in RE. - Observed every class in pupil led collective worship. - Two insets have focused on RE and feedback given to staff. - Staff, SLT and our RE advisor have given input into the Catholic Self Evaluation Document (CSED). - New RE Directory has to be implemented by September 2026. - RE Lead has been asked to write a spotlight piece for the Catholic Bulletin. - Summer term there will be a focus on RHE and Sex-Ed. <p>RE lead said the CSED document will be shared with Governors when it is finalised.</p> <p>Governor asked if the RE Lead feels confident. The RE lead said the RE advisor has said we are in a strong position.</p> <p>Headteacher said we have never been so prepared for an RE inspection.</p> <p>Governor asked if the children are keen and enjoy learning RE. The RE Lead said children are enjoying and engaging with RE lessons, there are a good range of activities that help children enjoy RE.</p> <p>RE presentation to be uploaded onto GovernorHub.</p>	<p>JR</p> <p>Clerk</p>
2b	<p>Resources and Compliance – to agree minutes and to challenge</p> <p>R&C minutes of meeting from 1st February 2024 were circulated for review before the meeting.</p> <p>Governors reviewed the R&C minutes; no questions were raised. Minutes were agreed by Governors.</p> <p>Headteacher referred to point 3b and informed Governors the budget setting meeting will be held on 25th April 2024.</p>	
2c	<p>Standards and Outcomes – to agree minutes and to challenge</p> <p>S&O minutes of meeting from 12th March 2024 were circulated for review before the meeting.</p> <p>Governors reviewed the S&O minutes of meeting; no comments or questions were raised. Minutes were agreed by Governors.</p>	



2d	<p>Admissions Committee minutes</p> <p>Governors reviewed the Admissions committee minutes of meeting. The Co-Chair said 87 children were offered places.</p> <p>Governor asked if we are going to continue with the Certificate of Catholic Practice requirement. The Headteacher said due to the fact we will more than likely academise, the academy trust will set up their own admissions criteria. Other schools have removed the requirement for a Certificate of Catholic Practice.</p> <p>Governor said in a school with falling pupil numbers it does not seem necessary to have the requirement for a Certificate of Catholic Practice, it is more important to have children on roll. Headteacher agreed.</p>	
2e	<p>Plans for Nursery 2024/2025</p> <p>The Headteacher updated Governors on Nursery: 41 places offered: 11 children for 30 Hr nursery 15 AM nursery / 15 PM nursery</p>	
3 3a	<p>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</p> <p>Feedback to Governors regarding Academy online meeting with Adrian Leggett</p> <p>Governor said the meeting with Adrian Leggett was very interesting and most of the questions raised were answered.</p> <p>Governors discussed the meeting, and the Co-Chair highlighted the key points:</p> <ul style="list-style-type: none"> - Academisation is something Governors need to work towards. - St. Joseph's will still retain its individual identity and uniform. - Individual schools within the academy group will retain their Board of Governors. - Staff terms and conditions will be protected. - More career progression available for teaching staff. - Terms and conditions for new staff will remain the same as existing staff. <p>Governor asked if employee rights will remain the same initially and could then be changed in the future. The Headteacher said The Green Book and Teachers Terms and Conditions will be adopted.</p> <p>Governor asked about directed time. Headteacher said directed time was not spoken about.</p> <p>Governors discussed staff terms and conditions and a Governor asked if staff terms and conditions could be enshrined going forward in the academisation process.</p>	



	<p>Governor said there is nothing to say there won't be a future process where changes to staff terms and conditions can be made. If everything is devolved the future cannot be predicted.</p> <p>Governor talked about the TUPE process and said staff terms and conditions cannot be changed under TUPE.</p> <p>The Headteacher said the NEU representative met with staff to discuss academisation last week and a further meeting is planned.</p> <p>The Headteacher said the academisation Due Diligence will be presented to the Academy Board at the May meeting.</p> <p>Governor asked about documentation, structure and a scheme of delegation that follows a set form, does the Diocese have a set template. Headteacher said there are set form that are correct legally.</p> <p>Governor asked when a decision on academisation is needed. The Headteacher said the process for academisation is very long, not something that happens overnight. Consultation will need to take place with parents and staff before any decision is taken.</p> <p>Headteacher explained to Governors the possible structure of an academy group. Governor said a concern is that the structure becomes a bureaucratic structure that grows.</p>	
3b	<p>Due Diligence report</p> <p>Governors reviewed the academisation due diligence report circulated before the meeting.</p> <p>Governor said the pupil numbers are incorrect on the due diligence report and there are other inaccuracies that should be corrected.</p> <p>Governor referred to the report and said it looks like we are not in a very secure financial position. The Headteacher said we are looking at a surplus of £150k, that is not written in the report.</p> <p>Governor asked about the high number of curriculum support staff mentioned in the report. The Headteacher said we have a dedicated music specialist, a non-class based SENCO and we have lots of children with EHCP's who have 1:1 support.</p> <p>Governor asked when consultation with staff and parents will begin. The Headteacher said after the Easter break.</p>	
3c	<p>Schools Financial Value Statement</p> <p>SFVS was circulated to Governors for review. Governors reviewed the document and held a discussion.</p> <p>Governor asked about point 10 in the SFVS - budget setting process. Governors discussed this point and agreed an extra Resource & Compliance meeting was required to allow more time for scrutiny and challenge. Meeting was set for Monday 15th April at 6pm.</p>	

	SFVS was agreed and approved by Governors.	
3d	<p>Headteachers Report to Governors Spring 2024</p> <p>Headteacher's Spring 2024 report was circulated to Governors before the meeting.</p> <p>Governors reviewed the pupil achievement data. Governor asked why results have gone down markedly in Year 5 Reading, Year 1 Writing and Year 4 Maths. Headteacher said the results will be looked at in detail, it has been a short term. There will be a drive in the next term to bring the results up.</p> <p>Governors discussed the low Year 6 results in writing, this is a concern with SATs coming up. The Headteacher said the results will be shared with staff and interventions will be put in place.</p> <p>Governor referred to page 2 and asked what the process is for evaluating the 2023-2024 targets. The Headteacher said evaluation happens through observations, drop-ins, book trawls etc. For Voice 21 an external review was completed, in RE QR codes are being used to help show off knowledge and skills etc.</p> <p>Governor asked if during the evaluations all the information pulled together to see how effective the schemes/Voice 21 etc are, and then a decision is made for the following year. The Headteacher said we will look at standards at the end of the academic year, some we will build on and some will be new targets.</p> <p>Governor said Timetables Rockstars has been very good, it is showing real time results.</p> <p>Governor asked about the variety of after school clubs in school. Headteacher gave a brief explanation of what is on offer; Junior Adventurers and teacher led clubs.</p> <p>The Headteacher said the after-school club, Junior Adventurers will be running different activities after Easter on Tuesdays and Fridays after feedback from parents.</p> <p>No further questions from Governors.</p>	
3e	<p>Adoption of Policies - Pay Policy and Relationships and Health Education Policy</p> <p>Pay Policy Governors approved and agreed the policy.</p> <p>Relationships and Health Education policy Governors approved and agreed the policy.</p>	
3f	<p>Attendance update</p> <p>The Headteacher reported the latest attendance figure is 94.12%, below where we want it to be. 102 attendance letters were sent to</p>	

	<p>families this term, this has resulted in 74 children having improved attendance since letters were sent.</p> <p>Governors reviewed the attendance data and discussed.</p> <p>Governor asked for comparison data on attendance going forward – previous and present attendance figures. Headteacher agreed.</p> <p>Governor asked what is being done with persistent absence. The Headteacher said a meeting is held with families that haven't improved their attendance. Governor suggested attendance letters and meetings with parents should take place earlier in the academic year. Headteacher agreed.</p>	JR
4	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 3	
4a	<p>Deputy Headteacher Recruitment</p> <p>Headteacher said an advert for the position of Deputy Head has been placed in Catholic Teachers Gazette, Ealing pages and Diocesan pages.</p> <p>Parents will be informed of the Deputy Head resignation in the newsletter on Friday 22nd March.</p>	
4b	<p>Subject updates</p> <p>MFL Link Governor held a meeting with the language teacher. Report will be produced soon and uploaded onto GovernorHub.</p>	SS
4c	<p>H&S Update</p> <p>A Health and Safety inspection will be held in school on Wednesday 20th March 2024.</p>	GM
4d	<p>Safeguarding</p> <p>Safeguarding Link Governor is meeting the Headteacher on Wednesday 20th March 2024.</p> <p>Safeguarding training slides have been uploaded onto GovernorHub for Governors to review.</p>	<p>PS</p> <p>All</p>
	The meeting finished at 9.15pm	

Amorall
Co Chair.

14/5/2024