



St. Joseph's Catholic Primary School

23 January 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), Bittoy George (BG), Gerard McMahon (GM), 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 Sharon McHugh – apologies received and accepted. Fr. Cristiano Braz – apologies received and accepted. Jemimah Jamiru – apologies received and accepted. Sandra Stokes – apologies received and accepted.	
1c	Chair's Action and Report Co-Chair updated Governors on events within school last term: <ul style="list-style-type: none">- Successful Year 6 trip to PGL- Many extra-curricular and sporting activities have taken place- Mental health and well-being assemblies have been held- Nativity plays have taken place- Year 5 Christmas carols at the church took place; beautiful singing and well attended.- Class assemblies have taken place- Governors are continuing to meet with Subject Leaders and were encouraged to carry out x2 yearly visits as this is part of the strategic role of a governor, in order to gain a greater understanding of the subject, provide challenge and support and feedback to all governors. Governors were invited to some of the events over the Christmas, the Co-Chair attended a nativity and said it was joyful and uplifting and thanked the staff for their hard work putting the nativities together. The Headteacher said it would be nice to see more families attending the Year 5 carols at the Church, the carols were promoted as a school carol service sung by Year 5.	

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	Co-Chair encouraged all Governors to attend the events run by school.	
1d	<p>Accuracy and matters arising from the minutes not on the agenda – 12 December 2023</p> <p>Minutes of meeting from 12th December 2023 were approved by Governors and signed by the Chair of Governors.</p> <p>The Co-Chair circulated a Risk Register document on GovernorHub for Governors to review and informed Governors if we convert to an academy a Risk Register document will be a mandatory requirement. The Headteacher said we have similar documents in place.</p> <p>The Co-Chair asked if there was an update on the new Nursery moving into Our Lady and St. Joseph's Church hall. The Headteacher said there was no update.</p>	
1e	<p>Matters arising from the minutes not on the agenda</p> <p>None.</p>	
1f	<p>Governor's Action Plan</p> <p>Governor's Action Plan meeting to be held on Thursday 1st February at 6.15pm. All Governors welcome to attend.</p>	AM, GM, PS, HT, 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>Admissions update</p> <p>The Headteacher informed Governors 14 prospective parent tours were held and 2 personal tours.</p> <p>The Headteacher gave an update on Reception 2024 numbers:</p> <ul style="list-style-type: none"> - Currently 51 first choice applicants, down 10 from last year 	

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	<ul style="list-style-type: none"> - 35 second choice applicants, 5 more than last year - 15 third choice applicants - 12 fourth choice applicants - 16 fifth choice applicants - 9 sixth choice applicants <p>The Headteacher updated Governors on Nursery applications:</p> <ul style="list-style-type: none"> - 46 applicants, 10 less applicants last year. <p>The Headteacher informed Governors the consultation period to reduce PAN has closed, the final decision will be confirmed on 28th February 2024.</p> <p>Governors had a discussion regarding reducing PAN. The Headteacher is hoping staff redundancies will not be necessary, due to having a number of supply teachers, staff retiring and natural staff turnover.</p> <p>Admissions committee was formed. The admissions meeting will take place on Saturday 3rd February at 9am.</p>	EM, AM, JR
2b	<p>Attendance update</p> <p>Headteacher updated Governors on attendance and reported on attendance figures.</p> <ul style="list-style-type: none"> - 284 children are below 95% attendance. - 180 children are between 90% and 95% attendance. - 65 children are between 85% and 90% attendance. <p>The Headteacher informed Governors attendance letters have been sent to parents with children who have below 95% attendance. The attendance of these children will be monitored and if attendance does not improve parents will be contacted again. The majority of persistent absence children are our most vulnerable children.</p> <p>Governor asked if the Headteacher has ever fined parents for their child's absence. The Headteacher said no, advice from the attendance officer was it is better to encourage parents to send their children in rather than build barriers.</p> <p>Governors discussed ways of highlighting the importance of good attendance and suggested attendance leagues in the newsletter, prizes for good attendance, posters in and around school, articles in the newsletter.</p> <p>Deputy Headteacher said there used to be a silver and gold certificate awarded to children for good attendance. The Headteacher said he is willing to have certificates reintroduced.</p> <p>Governor asked if we understand why children are not in school. Headteacher said parents have to give a reason why their child is absent. If a child has vomiting or diarrhoea then they have to stay at home for 48 hours.</p> <p>Governor asked if the Headteacher asks parents to meet with him regarding attendance. The Headteacher confirmed he will be meeting with parents to follow up.</p>	

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	<p>Governor asked how our attendance data compares with other Ealing schools. The Headteacher said our attendance figures are similar to other Ealing schools.</p> <p>Governor asked for an update on attendance at the next full Governors meeting. Headteacher agreed.</p>	HT
3	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2	
3a	<p>Budget Update</p> <p>Governors reviewed the Cumulative Expense Analysis circulated before the meeting.</p> <p>The Headteacher referred to the Cumulative Expense Analysis and said confirmation is required on the January salaries; if the salaries have been taken out then we are running with a deficit. Headteacher will report back to Governors.</p> <p>The Headteacher said we have used less supply teachers, covering internally instead.</p> <p>Headteacher will update Governors at the next Resources and Compliance meeting on 1st February 2024. Governors agreed.</p>	JR JR
3b	<p>Adoption of Policies - Anti-Radicalisation and Prevent Policy Asthma Policy, School Charging Policy, Equality Policy</p> <p>Policies were circulated to Governors before the meeting for review and comments.</p> <p>The Headteacher reported the Admissions Policy cannot be reviewed as the consultation period for reducing PAN has been closed, the admissions policy can be reviewed next year. The Headteacher talked about the possibility of removing the requirement for a Certificate of Catholic Practice in the Admissions Policy. The Headteacher said we do not want to discourage catholic families from applying but need to ensure we give preference to catholic families who attend church. As we go down to two forms of entry this will become important as it's more likely we will go into our oversubscription criteria.</p> <p>Governors approved and adopted the following policies:</p> <p>Anti-Radicalisation and Prevent Policy Asthma Policy School Charging Policy Equality Policy</p> <p>Governor suggested the Headteacher have a look at the Diocesan Racial Justice, Equality and Diversity policy. Headteacher agreed.</p>	
3c	Health and Safety	

