



St. Joseph's Catholic Primary School

26th September 2023

Minutes of Full Governors Meeting

PRESENT: Julian Rakowski, Headteacher (JR), Anita Marshall, Chair of Governors (AM), Philip Stark, Chair of R&C Committee (PStark), Edyta Marciniuk (EM), Sharon McHugh (SMH), Bittoy George (BG), Gerard McMahon (GM), Hilary Turner (HT) Fr. Cristiano Braz (FCB), Claire O'Neill (CON), Sandra Stokes, (SS), Jemima Jamiru (JJ)

CLERK: Cath McNee

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies Danita Rowlands – Apologies received and accepted.	
1c	Chairs Action and Report Danita Rowlands appointed as Co-Opted Governor.	
1d	Election of Chair Anita Marshall and Hillary Turner elected unanimously as Co-Chairs to the Governing Body.	
1e	Election of Vice Chair Philip Stark elected unanimously as Vice Chair to the Governing Body.	
1f	Accuracy and matters arising from the minutes not on the agenda The Headteacher referred to point 2b of 6 th July 2023 minutes of meeting and updated governors on Year 2 phonics test and number of summer born children; 13 out of 21 children were summer born. Governor asked about an incident of racism and how the issue was dealt with within school. The Headteacher reported on the incident, meetings were held with parents, and a letter was sent home. Governor suggested a useful training course on 9 th October 2023 - What Governors can do to Support Racial Justice and Diversity.	

1g	Matters arising from the minutes not on the agenda None.	
1h	Governor's Action Plan Meeting on Tuesday 7 th November at 7.10pm to review the Governor Action Plan.	JR/CON/HT AM/SS
1i	Any urgent business pre-notified to the Chair None.	
1k	Register of Interest The Clerk asked Governors to update their Register of Interest on GovernorHub.	All
1l	Declaration of Interest Nothing to declare.	
1m	AOB None.	
2	Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1	
2a	Return to School – Staffing, pupil numbers, H&S Headteacher reported: <ul style="list-style-type: none"> - All year groups have settled well. - On the first day of term there were issues with gate timings, an extra 5 minutes has been added giving parents 10 minutes from 8.35am to 8.45am. - Headteacher reported on pupil numbers; roughly 40 places down, equating to £140k in terms of funding. Ealing have predicted a further slump in pupil numbers and Reception numbers are likely to lower again next year. Reducing PAN will make a difference. <p>Governor asked what we are doing, as a school, to attract pupils. The Headteacher said we have frequent parent tours, brochures, advertising in the parish newsletters etc.</p> <p>Governor commented there is the perception that you must be a catholic to come to a catholic school; we need to let families know that you can get your child into a catholic school if you are non-catholic. Other faiths may prefer a catholic School.</p> <p>Governors discussed ideas for increasing pupil numbers:</p> <ul style="list-style-type: none"> - Flyers for the local area - Let parents know there are in-year admissions places available. - Advertise on community website such as Ealing and Northfields Friends. - Posters in children's centres, nurseries, playgroups etc – with an 'everyone is welcome' message. 	

	<ul style="list-style-type: none"> - Send information to other parishes letting them know we have available spaces. - Headteacher speak at other churches. - Twitter and Facebook accounts to promote the school. - Brochure display at the back of Our Lady and St Joseph's Church. - Advertise at Ealing Hospital <p>Governor said we must retain the Catholic pupils we have and not over dilute our Catholicity, this is an opportunity to share the gift of our faith to other faiths, or those with no faith.</p> <p>Headteacher reported staff have been devastated by the death of a staff member. Assemblies were held for children; children were respectful and prayerful.</p> <p>Headteacher reported the 4 Early Careers Teachers (ECT) have settled in well and all are signed onto the 2-year ECT programme to further their knowledge.</p> <p>Headteacher reported the work on the Nursery roof overran by 2 weeks. The roof is not finished; builders are coming back during the half term to complete.</p> <p>Headteacher reported newly installed heating in the halls will be tested during the half term.</p> <p>Headteacher reported fire drills will take place after Year 6 return from the school journey.</p>	HT
2b	<p>RE Assessment</p> <p>2022-2023 RE results were presented to Governors. Governors reviewed the results.</p> <p>Headteacher informed Governors the RE inspection will be in the next academic year.</p>	
2c	<p>Academisation update</p> <p>The Headteacher gave a brief overview on academisation for new Governors.</p> <p>The Headteacher informed Governors the Headteacher from St. George's in Harrow will attend the next R&C meeting on Tuesday 12th October to discuss academisation and answer any questions. All Governors welcome.</p> <p>There are 3 schools looking to and are nearly ready to academise – Cardinal Wiseman, St. Vincent's and Mount Carmel.</p> <p>The Headteacher said we must complete due diligence to find out if we are viable for academisation.</p>	All
3	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2	
3a	Keeping Children Safe in Education (KCSiE 2023) – sign to confirm reading part 1 and annex A and F	

	<p>Governors to read Keeping Children Safe in Education and confirm on GovernorHub.</p> <p>Governors should be aware how children are accessing terrorist and inappropriate information. The Headteacher said London Grid for Learning and Google Child settings prevent children from accessing inappropriate content in school.</p>	All
3b	<p>Re-adoption of CES policies for employment: Capability, Sickness, Disciplinary and Grievance</p> <p>Capability, Sickness, Disciplinary and Grievance policies were circulated to Governors before the meeting for review.</p> <p>Governors agreed and adopted the Capability, Sickness, Disciplinary and Grievance policies.</p> <p>PS Proposed BG Seconded</p> <p>Early Careers Teacher (ECT) policy – Governors agreed and adopted the policy.</p> <p>EM Proposed HT Seconded</p>	
3c	<p>Subject Responsibilities - TLR</p> <p>Governor subject area, appointed as follows:</p> <p>Anita Marshall – Data Protection and RSE Bittoy George – Computing Sandra Stokes – MFL (Spanish) and Racial Equality Jemimah Jamiru – Music Edyta Marciniuk – History, Geography and PE</p>	
4	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 3</p>	
4a	<p>Reducing forms of entry/Pan</p> <p>Headteacher updated Governors on reducing forms of entry/Pan:</p> <ul style="list-style-type: none"> - Admissions Policy must be submitted to Ealing by Friday 20th October - Admissions Policy will then go out to consultation for 6 weeks - Notified of the decision to reduce PAN on Friday 15th March. - Ealing will complete the process for us. <p>Governors had a discussion on pupil numbers.</p> <p>The Headteacher informed Governors a potential proposal is to turn part of the school into an ARP – providing school places for children with Special Education needs.</p>	
4b	<p>Approval of School Journey</p>	

	<p>The Headteacher asked Governors for approval for the 2024 School Journey.</p> <p>Governors approved the 2024 school journey.</p>	
4c	<p>Admissions Policy 2025-2026</p> <p>The Headteacher presented the 2025-2026 Admissions Policy agreed by the Diocese.</p> <p>Governors approved the 2025-2026 Admissions Policy.</p> <p>AM Proposed PS Seconded</p>	
4d	<p>Buildings Update</p> <p>The Headteacher updated Governors on the building work, as follows:</p> <ul style="list-style-type: none"> - Work completed on the central heading in the main building. Heating to be tested during the half term. - Nursery work over ran, scaffolding was not put up on time, a small amount of asbestos was found but it was completely sealed and not an issue, a professional company came in to remove the asbestos. - Flat roof in the Nursery was not repaired and recently leaked during heavy rain. DHP will repair. - Work on ACO channels by the Middle Phase will be completed by DHP during the half term, there were not enough installed leading to flooding. <p>Governor asked about the damp grievance. No update, Headteacher will follow up with Ealing and report back.</p> <p>Governor asked about school meals. The Headteacher said there were some problems in the first few days, catering staff need to check-in every child that takes a school meal, and this was taking a long time. The school office now prints off a register for each classroom and the teacher ticks children who are absent or have a packed lunch.</p> <p>The quality of school lunches was discussed. The Headteacher said the food quality is fine, children choose not to take all the options available.</p> <p>Governors talked about small food portions. The Headteacher agreed to monitor the portion sizes at lunchtime.</p> <p>Governor asked about school pick-up times and if they are working. The Headteacher said children come out at 3.15 and the school gates close at 3.25pm. There have been no complaints.</p> <p>Governor requested reviewing attendance at the next GB meeting. The Headteacher agreed.</p> <p>Governor requested a teacher giving a curriculum presentation at the next GB meeting. The Headteacher agreed.</p>	



5.	AOB The Headteacher informed Governors the school will be closed on Tuesday 3 rd October for the funeral. The Headteacher said Ealing and the Diocese were consulted. The day is an inset and staff must apply for a Leave of Absence.	
	The meeting finished at 9.15pm	

Atkinson 12/12/2023 .