



St. Joseph's Catholic Primary School

9th July 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), Edyta Marciniuk (EM), Fr. Cristiano Braz (FCB), Claire O'Neill (CON), Sharon McHugh (SM)

CLERK: Cath McNee

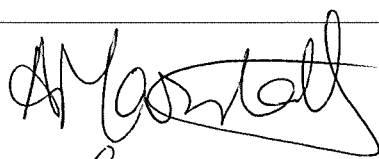
Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies GM – Apologies received and accepted.	
1c	Chair's Action and Report Governors thanked the PTA for the successful Summer Fete, it was a huge success and very well organised. The Chair commented that Governors have been attending recent assemblies and other events and have been receiving positive feedback from parents. Governors talked about the possibility of running Parent Clinics in the next academic year. Co-Chair of Governors attended a meeting with the Diocese to review and look ahead to next term. Co-Chair gave a brief outline of what was discussed at the meeting: <ul style="list-style-type: none">- Catholic Certificate of Religious Studies – encouraging staff to sign up for the course.- Falling pupil numbers – analysis was shared.- Certificate of Catholic Practice – many schools are not using it anymore.- RE inspections will not start until the second full week of school in September.- 70% of schools are now in trusts. Co-Chair attending the ELP network meeting. Co-Chair gave a brief outline of what was discussed at the meeting: <ul style="list-style-type: none">- Governing Body structures	

	<p>- Flat Governing body structure contains no committees and therefore no committee meetings.</p> <p>Co-Chair said a flat Governing Body structure might be worth considering for our Governing Board, but now might not be the right time.</p> <p>Co-Chair asked if any Governors would like to swap committees? This would give Governor's experience in different areas.</p>	
1d	<p>Accuracy and matters arising from the minutes not on the agenda – 14th May 2024</p> <p>Headteacher referred to 1c in 14th May 2024 minutes of meeting and confirmed 10/10 RSE programme is being discontinued.</p> <p>14th May 2024 minutes of meeting were agreed and signed by the Co-Chair.</p>	
1e	<p>Matters arising from the minutes not on the agenda</p> <p>None.</p>	
1f	<p>Governor's Action Plan</p> <p>None.</p>	
1g	<p>Any urgent business pre-notified to the Chair</p> <p>None.</p>	
1h	<p>Register of Interest</p> <p>None.</p>	
1i	<p>Declaration of Interest</p> <p>Nothing to declare.</p>	
1j	<p>AOB</p> <p>None.</p>	
2	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1</p>	
2a	<p>Resources and Compliance – to agree minutes and challenge</p> <p>The Headteacher referred to point 2a in the minutes of meeting and confirmed the figure £186k for Nursery Welfare and Teaching Assistants was a mistake on the spreadsheet.</p>	
2b	<p>Staffing for 2024 – 2025</p> <p>Standards and Outcomes report</p>	

	<p>Standards and Outcomes report was circulated to Governors before the meeting for review.</p> <p>Headteacher informed Governors the Standards and Outcomes report was discussed at the S&O meeting.</p> <p>Headteacher informed Governor's comparative figures for the SATs results will be available at the next GB meeting as some children will be disapplied and this will affect our results.</p> <p>Governors discussed the SATs results.</p> <p>Headteacher informed Governors this Year 6 cohort has a long tail and 6 children were unable to take the test, this has affected the results. Several children missed the standard by 1 mark.</p> <p>Governor asked about having SATs papers remarked. Headteacher explained the process for having SATs papers remarked.</p> <p>Governor asked about the SATs Reading paper as last years was very difficult, the headteacher said the reading paper was more accessible this year.</p>	
2c	<p>Review SEND report</p> <p>Co-Chair informed Governors a meeting was held with the SENCO to discuss the SEND report. It was a very positive meeting and the SENCo has worked very hard to secure extra funding.</p> <p>SENCo is completing the SENCo course and attends network meetings at Oaklands Primary School.</p> <p>Co-Chair raised the issue of the SENCo not having dedicated admin support due to staff changes. Headteacher said the SENCo does have some admin support and help with Annual Reviews. Co-Chair asked if the SENCo could have dedicated admin support as before. Headteacher said this would need to be looked at in the budget.</p> <p>The Co-Chair informed Governors the SENCo is trying to find an external Speech and Language Therapist. The Headteacher explained the Speech and Language service is due to send us a refund for services not received; that money could be used for a Speech and Language Therapist.</p>	
2d	<p>TLR link Governor Reports update</p> <p>Link Governors to submit their reports and complete meetings.</p>	
2e	<p>Estate Management for Future</p> <p>The Headteacher informed Governors due to our admissions numbers being reduced, in 3 or 4 years' time the lower phase could possibly be empty.</p>	

	<p>The Headteacher said a meeting has taken place with Ealing to discuss the possibility of Ealing taking over the lower phase end of St. Joseph's for SEND pupils or run a satellite school.</p> <p>Headteacher said he felt this was not a fair deal, his preference would be to keep the lower phase and if necessary and let go of the middle phase.</p> <p>The Headteacher said he is meeting with the Diocese to discuss the matter further and will report back to Governors.</p>	
3	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 3	
3a	<p>Headteacher Report to Governors about Summer 2024</p> <p>Governors reviewed the Summer 2024 Headteacher report.</p> <p>The Headteacher corrected some errors in the Headteacher Report on page 5. Key stage 2 assessments – Writing 68% and Maths 67%</p> <p>Co-Chair highlighted the drop in figures for Early Years. The Headteacher explained the Early Years data was disappointing due to the data not being checked early enough to ensure children who were close were monitored and interventions put in place to ensure they met the standard; this this will be rectified going forward.</p> <p>Governor asked if the data could be reviewed sooner to give staff more time to ensure children meet the standard. Headteacher said it takes up until May for the children to be assessed, they need time.</p>	
3b	<p>Headteacher Appraisal update</p> <p>Co-Chair informed Governors the Headteachers objectives have been set for the appraisal next year.</p>	
3c	<p>Staffing</p> <p>Headteacher gave a brief update on staffing:</p> <ul style="list-style-type: none"> - School Administrator is retiring in December. - New Deputy Headteacher is visiting school for a day to complete a handover. <p>Governor asked if it is cheaper to get a supply teacher or hire a teacher on a fixed rate contract. Headteacher said it depends on the teacher's scale and experience.</p>	
3d	<p>Health & Safety update</p> <p>None.</p>	
3e	Safeguarding	

	Governor held a meeting with Safeguarding Lead and circulated the meeting notes on GovernorHub.	
3f	Academisation Headteacher updated Governors on Academisation and had a brief discussion. Headteacher informed Governors the proposed staff strike action was postponed.	
4.	AOB Headteacher circulated the proposed meeting dates for the next academic year. Governors agreed the meeting dates. Co-Chairs thanked staff all their hard work this year.	
	The meeting finished at 8.50pm	

 . 01/10/2024 .
Co Chair of Governors .

