



# St. Joseph's Catholic Primary School

**Tuesday 26<sup>th</sup> January 2021**

## **Minutes of Full Governors Meeting**

**Remote meeting via Zoom**

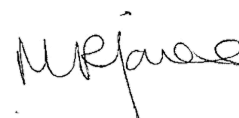
**PRESENT:** Julian Rakowski (JR), Maggie Jones (MJ), Anita Marshall (AM), Gerard McMahon (GM), Philip Stark (PStark), Hilary Turner (HT), Priya Sakorkar (PSakorkar), Louise Brooks (LB), Danita Rowlands (DR), Una Whybrew (UW), Fr Cristiano Braz (FCB),

**OBSERVER:** Kate Kenny

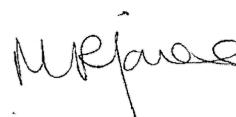
**CLERK:** Cath McNee

| Item | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action |
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| 1a   | The Headteacher started the meeting with a prayer.                                                                                                                                                                                                                                                                                                                                                                                                         |        |
| 1b   | <b>Apologies</b><br><br>Patricia Salume – apologies received and accepted.                                                                                                                                                                                                                                                                                                                                                                                 |        |
| 1c   | <b>Chairs Action and Report</b><br><br>The Chair updated Governors regarding Nursery and said a letter has been sent to 35 parents offering places for September 2021, there are potentially 17 spaces on offer for full time spaces but it's too early to tell yet - we have to wait and see how many places are accepted.                                                                                                                                |        |
| 1d   | <b>Accuracy and matters arising from last minutes – 8 December 2020</b><br><br>The Headteacher referred to point 3b in the minutes of meeting and said he had not been able to obtain updated data for year 2 due to staff not being in school, this will be done as soon as staff back in school.<br><br>Minutes of meeting 8 <sup>th</sup> December 2020 were agreed by Governors. The Chair said minutes will be signed electronically via GovernorHub. | Chair  |
| 1e   | <b>Matters arising from the minutes not on the agenda</b><br><br>The Chair informed Governors the Diocese has a new system in place for appointing Foundation Governors.                                                                                                                                                                                                                                                                                   |        |

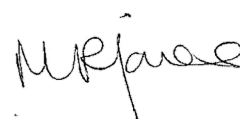
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| 1f           | <p><b>Governor's Action Plan</b></p> <p>The Headteacher completed and circulated TLR reports for Science and Design Technology.</p> <p>It was noted the following Govenors have set up TLR meetings with staff – M. Jones, P. Stark, L. Brooks, U. Whybrew, D. Rowands, H. Turner.</p> <p>The Headteacher informed Governors he met with P. Salume to look at website companies for the re-design of St. Joseph's website. A company called Schudio gave the best feel and price - after a reduction was offered. Schudio allow school to do constant updates and change pictures regularly.</p> <p>The Chair reminded Governors to send in a photo for the Governor notice board – portrait, head and shoulders photo is required.</p>                                                                                                                                | Clerk       |
| 1g           | <p><b>Any urgent business pre-notified to Chair</b></p> <p>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| 1h           | <p><b>Register of Interests</b></p> <p>The Clerk reminded Governors to update their Register of Interest on GovernorHub.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | LB / PStark |
| 1i           | <p><b>Declaration of Interest</b></p> <p>LB married to staff member.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
| 1l           | <p><b>AOB</b></p> <p>Eco School Project.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |
| 2.<br><br>2a | <p><b>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part One.</b></p> <p><b>School Development Plan – update on progress</b></p> <p>An updated School Development Plan was circulated to Governors before the meeting.</p> <p>The Headteacher informed Governors 10 pupils had recently left and pupil numbers are down by 40 overall, it is not good for funding next year. The number of pupil premium pupils has gone up to 39.</p> <p>The Headteacher informed Governors the Reception toilet refurbishment is going to cost in the area of £130k.</p> <p>The Headteacher went through the document with Governors and said within the document he has given a short statement on what has happened in each area, items in green are things that we are able to achieve, items in yellow we are working on.</p> |             |




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|  | <p>The Headteacher informed Governors:</p> <ul style="list-style-type: none"> <li>- Maths scheme – Rising Stars still needs to continue to develop.</li> <li>- Need to make sure we close the gap when children return to school after lockdown.</li> <li>- Catch up work with social skills can't happen due to lockdown we so it will have to be put back or done another way.</li> <li>- Closing gaps in reading and writing – lockdown lag, need to ensure teachers know what to do. It's hard to interact with children online.</li> <li>- Growth mindset – ongoing</li> <li>- Coaching skills – requires developing, not a full staff.</li> <li>- Attendance – only critical workers and vulnerable children are allowed in school at the moment.</li> <li>- 202 critical worker children have applied for places – we have had a huge uptake of places.</li> </ul> <p>Governor asked about staffing and how it works with children in school. The Headteacher said we have 3 classrooms per year group and we allow 15 children per class with a maximum of 2 classrooms (30 children).</p> <p>Governor asked how teaching works? The Headteacher said the whole year group is on a Teams meeting, the teacher in class will deliver the lesson to the children on Teams and the children in class at the same time. Other teachers will work with children who need extra work or answer questions. Lessons are recorded. There is no set way as different ages require different inputs.</p> <p>Governor asked about shielding staff. The Headteacher said 4 staff members are shielding; 2 class teachers and 2 support staff. Shielding teachers are working from home.</p> <p>Governor asked if we have had to engage extra staff? The Headteacher said catch up groups have stopped. We still have to pay for supply staff who we engaged. Governor asked what impact that has on budget? The Headteacher said the budget will be shot in terms of supply costs.</p> <p>The Headteacher said book scrutinises show there is not as much work in the books compared to last year, children have lost stamina.</p> <p>The Chair said one of the strategic objectives is about having a happy learning and working environment and is aware that we have put a burden on staff, can staff get support? The Headteacher said he has an open-door policy and is always willing to listen to staff, not all staff are willing to talk to the Headteacher. The Deputy is good at picking up on staff who are not coping well.</p> <p>The Headteacher said the Computing TLR has been fantastic at training staff.</p> <p>Governor asked if staff who undertook the mental health training are using those skills in school. The Headteacher said those skills are being used for the children who are in school.</p> |  |
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|    | <p>Governor commented that St. Joseph's is the only local school offering 4 live online lessons a day.</p> <p>Governor asked if staff have an outside person staff can talk to. The Headteacher said the school counsellor offers sessions for staff if they need it.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 2b | <p><b>Assessment update</b></p> <p>The Headteacher informed Governors:</p> <ul style="list-style-type: none"> <li>- Government has cancelled KS1/KS2 tests (SATS).</li> <li>- Phonics and multiplication tests cancelled.</li> <li>- EYFS assessments stopped at the moment - we will continue to assess internally.</li> </ul> <p>Governor asked if another baseline test will need to be completed when children return. The Headteacher said assessments are ongoing with children handing in work.</p>                                                                                                                                                                                                          |  |
| 3. | <p><b>Governors' purpose: visions, ethos and direction, education performance, financial performance – Part 2</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 3a | <p><b>Coronavirus update</b></p> <p>Lateral Flow Device Tests have arrived in school for staff to test themselves twice weekly.</p> <p>Headteacher gave Governors a Covid update and said year 4, year 1 and year 6 had to self-isolate over Christmas:</p> <p>On return to school, year 1 bubble, nursery and year 2 bubble were sent home to self-isolate.</p> <p>JR informed Governors he has been informed he will be able to take a day off in lieu of working through the half term.</p> <p>Governor asked about Covid tests for staff, is the aim twice a week testing? The Headteacher said yes, all staff will be given access to 2 tests a week – Tuesdays and Fridays at home. Tests not compulsory.</p> |  |
| 3b | <p><b>Remote learning update</b></p> <p>The Headteacher informed Governors a 'Remote and Online Learning Code of Conduct' has been sent to all.</p> <p>The Headteacher said staff had to work their socks off to deliver online lessons and still be able to cater for the critical and vulnerable children, staff have been phenomenal. The Headteacher said he has had lots of comments from parents – the difference from the last lockdown is huge and parents appreciate the effort.</p> <p>The Headteacher said the Deputy Head did a huge amount of work on staff rotas.</p>                                                                                                                                 |  |



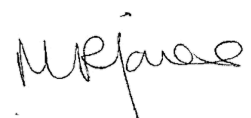
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|    | <p>The Headteacher said the Government gave 18 laptops, one was broken and has been returned. Laptops have been donated, wiped clean and given to families.</p> <p>The Headteacher said the Computing TLR has had a huge impact on training, her input has been phenomenal.</p> <p>The Headteacher said he had a request from a parent, an assistant head at another school, offering to help as a way of completing an NPQH qualification. Governors watched the presentation 'Action plan on Remote Teaching &amp; Learning' that was put together and presented by the parent. The Headteacher said this was a great help at the beginning due to the Assistant Head's school being given extra funding and was online learning before us.</p> <p>Governor asked if the 'Remote learning leader' was a named person. The Headteacher said no.</p> <p>Governor asked how remote learning is being monitored. The Headteacher said staff can create a register for those children who access the live lessons, for children who do not access the live lessons, work submitted has to be looked at. If no work is submitted, then staff will contact home.</p> <p>Governor asked about children with SEND. The Headteacher said children with SEND can come into school and a lot of children with SEND are in school. Most EHCP children are in school.</p> <p>Governor asked if the SENDCO does remote lessons with children with SEND. The Headteacher said no, class teachers and support staff work with children.</p> <p>The Headteacher said there are ongoing investigations as to why a few children are not accessing online learning.</p> <p>The Chair thanked staff for getting online learning up and running.</p> |  |
| 3c | <p><b>Children entitled to Free School Meals (FSM)</b></p> <p>The Headteacher informed Governors vouchers were not available in the beginning for FSM children so proceeded with Harrisons food parcels. The Headteacher said he emailed Harrisons about the poor quality of the food parcels and Harrison's said the food parcel cost £12 and this includes ordering, picking, packaging the parcel. The Government then announced they would give food vouchers to parents. Vouchers were ordered last week.</p> <p>Governor asked what FSM children get to eat in school. The Headteacher said they get a hot lunch.</p> <p>The Headteacher said the Government are not funding vouchers over the half term but Ealing will fund the meals.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |



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| 3d                  | <p><b>Budget forecast</b></p> <p>The Headteacher requested budget forecast to be moved to the next R&amp;C meeting on 10<sup>th</sup> February as correct figures are not available until 4<sup>th</sup> February. Governors agreed.</p> <p>Governor asked if school has placed any orders for new laptops? The Headteacher said we were allocated 18 laptops and they have already arrived, the Head said he has requested another 20.</p> <p>Governor asked if the Headteacher is aware of any children desperate for laptops? The Headteacher said for now everyone is covered with laptops. Children sharing laptops are still an issue. We have been rolling out laptops for children without a laptop first, then will look at children who are sharing.</p> <p>The Headteacher said he sent an email to parents regarding extra data – no parents replied or applied for extra data.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <p>4.</p> <p>4a</p> | <p><b>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part Three.</b></p> <p><b>Admissions</b></p> <p>The Chair said 2 years ago we were 17 children down, we are now 40 children down. The Headteacher said we are not the only school who are suffering, lots of eastern European families have left London. £160,000 is a lot of money to lose out of the budget. We are currently down an average of 2 children per class, we can handle 3 children per class as a maximum.</p> <p>The Headteacher said we currently have 35 applicants for Nursery. A Governor asked what happens with lunch cover for nursery, the Headteacher said we can charge for lunch cover. The Headteacher said we cannot wait for more applicants for nursery so will have to offer the places out and work with what we get, the ideal numbers would be 26 in the morning and 26 in the afternoon. With 35 children in nursery, we will have to make up the shortfall in numbers when it comes to Reception.</p> <p>A Governor asked if is there anything else we can do to promote the school? The Headteacher said he gave tours of the school on Friday evenings and has put an item in the church newsletter. The new website will hopefully catch children for next year. St. Gregory's and St. Raphael's are struggling to fill school places.</p> <p>The Headteacher said Reception has 110 applicants – 84 are first choice and he is confident of getting 90 for next September.</p> <p>The Headteacher said he has received a deferred entry request for a child which is allowed and is a parental choice for summer born children.</p> |  |

*Mr Jones*

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| 4b | <p><b>Academies</b></p> <p>The Headteacher said the Diocese wants us to begin to think about the possibility of academisation, it is up to the Governing body if this is something they want to take part in - convert into an academy. The Headteacher said there isn't enough information on the benefits or cons and it's a case of waiting and seeing.</p> <p>The Chair said a concern was the Diocese wanted very large academies, 2 boroughs – secondary schools in with primaries. If we do start to go forward it will be only within the primary sector.</p> <p>The Headteacher said he has a Deanery meeting on Thursday and will be able to update Governors in due course.</p> <p>A Governor asked if we can refuse to become an academy? The Headteacher said according to the diocese, you can, but it will be difficult as you will be on the outside, going it alone.</p> <p>The Chair said we should be safeguarding the resources in the primary sector.</p> <p>LA Governor asked why during a global crisis the Diocese is adopting academisation. Its adopting privatisation and giving over education over to private companies, it's an additional and costly administration structure that is not required. It is a disgrace.</p> |  |
| 4c | <p><b>Toilet block refurbishment update</b></p> <p>The Headteacher informed Governors a commencement meeting was held on Friday 15<sup>th</sup> January with London office Interiors and DHP. London Office Interiors are coming in during the half term to refurbish the Year 1 toilets, once that is done, reception children will have a toilet they can use.</p> <p>The Headteachers said he will follow up with London Office Interiors for a start date. In an ideal world we are first in line for the work to start but there is another school ahead of us.</p> <p>There is a 4/5 week timeline for works. If the work starts soon, children can be moved into the music and art room and would hopefully be finished before the whole cohort returns when lockdown ends.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 5. | <p><b>AOB</b></p> <p>The Chair highlighted the Eco-Schools programme and said input from Governors would be appreciated.</p> <p>A Governor suggested referring the Eco-Schools programme to the R&amp;C committee. Governors agreed.</p> <p>The Chair wished to pass on gratitude and thanks to all staff for the strides they are making with the online learning initiative.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |



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|  | Governors gave thanks and gratitude to the Headteacher for the work he has put in. |  |
|  | <b>Meeting finished at 9.15pm.</b>                                                 |  |

*Mr James*