



St. Joseph's Catholic Primary School

Tuesday 18th January 2022

Minutes of Full Governors Meeting

Via Zoom

PRESENT: Julian Rakowski, Headteacher (JR), Gerard McMahon (GM), Philip Stark, Chair of R&C Committee (PStark), Patricia Salume (PSalume), Edyta Marciniuk (EM), Anita Marshall, Chair of Governors (AM), Hilary Turner (HT), Priya Sakorkar (PSakorkar), Danita Rowlands (DR), Una Whybrew (UW)

OBSERVER: Kate Kenny, Deputy Headteacher

CLERK: Cath McNee

Item	Discussion	Action
1a	Headteacher started the meeting with a prayer.	
1b	Apologies Apologies were received and accepted from Louise Brooks and Fr. Cristiano Braz.	
1c	Chairs Action and Report The Chair updated Governors and said applications for 2 new Foundation Governors have been submitted to the Diocese. The Chair said she was pleased that 20 staff were able to attend the funeral of a staff member and suggested later in the year Governors have a mass in remembrance. Headteacher agreed and said he spoke to the family and would like to do something in remembrance within the school premises.	
1d	Accuracy and matters arising from last minutes – 7th December 2021 7 th December 2021 minutes of meeting were agreed and approved by Governors. Due to the meeting being held on Zoom the Chair will sign the minutes at a later date.	Chair
1e	Matters arising from the minutes not on the agenda None.	
1f	Governors' Action Plan No update.	

	The Chair requested a meeting to discuss the Governor Action Plan. The Headteacher agreed, meeting to be arranged.	Chair/JR
1g	Any urgent business pre-notified to Chair None.	
1h	Register of Interests The Clerk asked Governors to update their Register of Interests on GovernorHub.	FCB PStark PSakorkar
1i	Declaration of Interest None.	
2. 2a	Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part 1. Assessment Update The Headteacher shared a document on screen 'Autumn Assessment for Reception (Baseline)' for Governors to review. The Headteacher said most Reception children are at 'beginning' and he is expecting children to be 'secure' by the end of the year. <i>Governor asked when the assessment was completed?</i> Headteacher said the assessment was completed in October. <i>Governor asked how it compares to previous years.</i> Headteacher said lockdown has had an impact on children, not many of these children have attended nursery and missed learning due to lockdown. The children have settled well and can begin to learn now. <i>Governor said she would have hoped more children would be in 'developing' but it goes to show the impact lockdown has had.</i> The Headteacher shared a document on screen 'Year 1 to 6 Autumn Assessment Grid' for Governors to review. The Headteacher said he is happy with the data in general. The Headteacher and Governors reviewed and discussed the below target figures. <i>Governor asked if children are still receiving catch-up from the recovery funding money?</i> Headteacher said the money will run out in February and Governors will have to discuss if they want to provide extra money from the surplus to keep funding catch-up.	
2b	School Development Plan – Update on progress Headteacher shared the School Development Plan on screen and said staff reviewed the document at a meeting.	

	<p>Governors reviewed the annotated School Development Plan. The Headteacher said the bottom 20% of children need to be able to talk about their learning to Ofsted and show they understand their learning.</p> <p>The Headteacher said the Staff Wellbeing Policy has been developed and that a Staff Wellbeing committee has convened.</p> <p><i>Governor commented that the School Development Plan is a work in progress, it's reflective of what school is doing and the progress that is being made. Headteacher agreed.</i></p> <p><i>Governor said some sections of the School Development Plan have targets added, when the targets have been achieved in 2022, can we start again? The Headteacher said yes.</i></p> <p><i>Governor commented on the Staff Wellbeing Committee and said there is nothing in the School Development Plan stating where the committee has come from or how the committee has been formed, the Governor suggested that information should be added to the School Development Plan. Headteacher agreed and will add to the document.</i></p> <p><i>Governor asked if the annotations on the School Development Plan will be added to the document. Headteacher agreed to add the notes to the document.</i></p>	<p>JR</p> <p>JR</p>
<p>3</p> <p>3a</p>	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part 2.</p> <p>Coronavirus Update</p> <p>The Headteacher said school has remained in 'Amber' status. It was hoped we would move out of Amber due to having the Christmas holiday circuit breaker.</p> <p>Headteacher said there have been 50 Covid cases since January 2022, including 7 staff members. Bubbles are in place within school, the only place children mix is in the lunch hall and year groups are separated.</p>	
<p>3b</p>	<p>Budget Update</p> <p>Headteacher shared the Cumulative Expense Analysis which was circulated to Governors before the meeting for review. The Headteacher and Governors discussed the Cumulative Expense Analysis.</p> <p>The Headteacher said:</p> <ul style="list-style-type: none"> - More money has been vired into supply education support staff - Not enough was budgeted for extra Covid cleaning <p><i>Governor asked about nursery welfare and teaching assistance stating there is a big variance. The Headteacher said the remaining money is for staff wages.</i></p>	

- There is an overspend on cleaners, this is due to agency cleaners and Covid cleaning.
- Governor asked what is the plan going forward for cleaners. The Headteacher said we have money that can be vired from other places.*
- Overspend on postage which will be vired in
 - School received a bill for school meals for £20,624 which was missed from original allocation
 - School received a bill of £11k for gas from a meter that had not be read for 5 years, this has been an ongoing issue and the bill will be disputed. Will be paid from surplus.

The Headteacher said the budget is doing ok and updated Governors on the surplus and private fund, as follows:

Surplus as of 6th January 2022 is £200,742.99

Private Fund

Balance for the Private Fund	£44,038.21
Less PTA funds	£34,449.32
Remaining Private Fund	£9,588.89

Catholic Fund

Parental Contribution	£12,429.87
Expenditure account	£9,040.70
Total Fund	£22,270.57

The Headteacher said with Academisation we do not want to hand over our £200k surplus to an Academy, we want the money to be spent on our children or staff. When we find out more details regarding Academisation we can spend more money. It's always useful to retain £70k in case of long-term sickness and needing to fund a class teacher.

3c

Admissions 2022 Update

The Headteacher informed Governors that admissions closed on the 15th January 2022. 11 parent tours were held prior to the closing date.

Headteacher updated Governors on the number of applications received:

Reception – 68 first choice applicants
 30 second choice
 24 third choice
 19 fourth choice
 14 fifth choice
 6 sixth choice

	<p>The Headteacher said there are 5 or 6 out of borough first choice applicants. In total there is 73/74 first choice and hopefully we will acquire some from second and third choice. The Headteacher said he is hoping we can get to 90 pupils.</p> <p>The Headteacher said we are diluting our catholicity as we are taking in more non-catholic children, there may be a case to reduce our intake to 2 forms of entry.</p> <p>The Headteacher informed Governors Nursery has received 41 applications. Governors will need to have a discussion regarding 30-hour places.</p> <p>The Headteacher asked for a Governor to join the Admissions Committee. The Committee already includes the Chair of Governors and the Headteacher.</p> <p>A Governor agreed to join the Admissions Committee. Governors agreed to meet on Saturday 5th February 2022 at 9am. Headteacher will confirm the date.</p>	<p>HT JR</p>
<p>3d</p>	<p>Adoption of Policies</p> <p>The following policies were circulated to Governors before the meeting for review.</p> <ul style="list-style-type: none"> - Pay Policy - Appraisal Policy - Staff Wellbeing Policy <p>Governor requested the Pay Policy to be referred to the Resources and Compliance committee for further discussion. Headteacher agreed.</p> <p>Governor requested the Teacher Appraisal Policy to be referred to the Resources and Compliance committee for further discussion. Headteacher agreed.</p> <p><i>Governor said the Resource and Compliance and Standards and Outcomes Terms of Reference should dovetail with the Pay Policy and Teacher Appraisal Policy.</i></p> <p><i>Governor commented that the Terms of References for Resources and Compliance and Standards and Outcomes look very different and should look similar.</i></p> <p>LA Governor and Chair of Resource & Compliance agreed to review the Pay Policy, Appraisal Policy, R&C Terms of Reference and S&O Terms of Reference before the next R&C meeting.</p> <p><i>Governor enquired about the Staff Wellbeing Committee and asked how people were selected. The Headteacher said members are volunteers from each phase.</i></p> <p><i>Governors said there were some inconsistencies with wording in the policies such as Governor board/governing body and Staff Wellbeing</i></p>	<p>GM/PStark JR</p>

