



St. Joseph's Catholic Primary School

Tuesday 8th December 2020

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), Patricia Roche-Salume (PR-S), Louise Brooks (LB), Danita Rowlands (DR), Una Whybrew (UW)

OBSERVER: Kate Kenny

CLERK: Cath McNee

Item	Discussion	Action
1a	The Chair started the meeting with a prayer.	
1b	Apologies Father Cristiano Braz – apologies accepted.	
1c	Chairs Action and Report The Chair informed Governors an admissions meeting was held on 10 th November 2020. The purpose of the meeting was to consider 3 candidates for 2 school places. Places have now been offered. The Chair informed Governors Anita Marshall's term of office has ended and said Anita has agreed to start the process of becoming a Foundation Governor. In the interim, the Chair proposed Anita Marshall as an Associate Governor. All Governors agreed. Parent elections will be held when Covid-19 restrictions are lifted. The Chair informed Governors two Working Party meetings took place on 11 th and 26 th November to review the Governor Action Plan - draft plan has been produced for review. Headteacher informed Governors that since the last meeting, Reception had been sent home for two weeks and one class and siblings had been sent home to isolate for a few days until a negative test result was returned by a pupil.	
1d	Accuracy and matters arising from last minutes – 29 September 2020	

	Minutes of meeting were agreed by Governors and signed by the Clerk.	
1e	Matters arising from the minutes not on the agenda None.	
1f	Refresh of TLR attached Governors The Chair requested Governors organise their TLR meetings before the end of January. Governors discussed Link Governor roles and new roles were assigned as follows: Philip Stark – Link Governor for English Una Whybrew – Link Governor for PE Louise Brooks – Link Governor for Music Patricia Salume – Link Governor for Computing and Data Protection The Chair requested the Clerk send a note to Governors on procedures for Link Governors.	Clerk
1g	Governors' Action Plan Discussed later in the meeting.	
1h	Any urgent business pre-notified to Chair The Chair referred to the tender document circulated to Governors before the meeting. The Headteacher said advice is taken from DHP, they charge £12k in professional fees. The Headteacher informed Governors 5 tenders were received. DHP whittled the tenders down and have suggested London Office Interiors are the preferred company, they are a local firm. A Governor asked if the amount shown is an all-inclusive figure? The Headteacher said he believed it was an all-inclusive figure, there is also a contingency figure. The Headteacher said the Site Manager has reviewed the quote. The Chair enquired about the quality of sanitary ware and robustness of the materials used. The Headteacher said all tenders have come with recommendations from the Diocese. A Governor asked when can the work start? The Headteacher said in an ideal world the work would start in the summer holidays. It would better to get the work done sooner, but this will involve disruption to the school. A Governor asked how building works and disruption would affect the bubbles? The Headteacher said Reception would have to use the Year 1 toilets and those toilets would have to be split up between 3 year groups. A Governor asked how that would work in practical terms and the Headteacher said it would not be ideal, another option would be to consider using portaloos. The Headteacher said the start date depends on the contractor and their availability.	

MRP

	<p>Tender from London Office Interiors – cost £136K + 10% was proposed. All Governors agreed.</p> <p>A Governor asked how the building fund was going? The Headteacher said office staff had informed him money was coming in.</p> <p>A Governor asked if asbestos had been checked for? The Headteacher said an asbestos survey had been completed and there is no asbestos that the building company need to deal with.</p>	
1i	<p>Register of Interest</p> <p>Clerk reminded Governors to complete their Register of Interests form on GovernorHub.</p>	All
1j	<p>Declaration of Interest</p> <p>LB married to staff member.</p>	
1k	<p>Governor Code of Conduct</p> <p>Clerk asked Governors to sign the Governor Code of Conduct on GovernorHub.</p>	All
1l	<p>AOB</p> <p>None.</p>	
2.	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part One.</p>	
2a	<p>Committee Business – review Resources and Compliance Terms of Reference.</p> <p>The Chair of the Resources and Compliance committee said no amendments have been made to the terms of reference.</p> <p>Resources and Compliance terms of reference were agreed and adopted by Governors.</p>	
2b	<p>Committee Business – review Standards and Outcomes Terms of Reference.</p> <p>The Headteacher referred to point 6.6 in the terms of reference and said 'raise on line' is no longer used, wording should be changed to 'analyse school performance'.</p> <p>The Headteacher referred to point 7 Outcomes and said a case study has never been used, wording in points 7.1, 7.2 and 7.5 should be changed to 'to include a case study if necessary'.</p> <p>Governors were in agreement with the changes, subject to establishing the legal position.</p>	

	Standards and Outcomes Terms of Reference was agreed and adopted as per the amendments.	
2c	<p>Resources and compliance – Review, receive and challenge draft minutes of meeting – 15 October 2020</p> <p>The Headteacher referred to point 1e in the minutes and made a correction - Mrs Kenny and Mr Rakowski have signing rights, not Mrs Sargeant.</p> <p>The Headteacher referred to point 3d in the minutes and said the Action Plan is not on GovernorHub.</p> <p>R&C minutes (15 Oct 2020) were agreed by Governors.</p>	
2d	<p>Standards and Outcomes – Review, receive and challenge draft minutes of meeting – 20 October 2020</p> <p>S&O minutes (20 Oct 2020) were agreed by Governors.</p>	
3	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part Two.</p>	
3a	<p>Review Governor's Strategic Action Plan</p> <p>The Chair referred to the Governors Strategic Plan that was circulated to Governors for review before the meeting. The Chair said the Governors Strategic Development Plan follows the intentions of the School Development Plan.</p> <p>The Chair went through the document section by section and discussed the document with Governors.</p> <p>Governors agreed to move the full GB meeting on 19th January 2021 to 26th January 2021. Clerk to send email reminder.</p> <p>The Headteacher said he will ask TLR holders to email Governors in order to set up meetings. Governors were reminded to check their Lgfl email accounts regularly as staff would be contacting them on this address. Meetings can be held remotely via Zoom if necessary. Meetings need to take place before February half term.</p> <p>The Chair ask for a Training Resources folder to be set up on GovernorHub.</p> <p>Clerk agreed to upload Governor training onto GovernorHub.</p> <p>The Chair said we need to promote Foundation Governor vacancies in the parish. Parent Governor election will be held when possible.</p> <p>A Governor suggested children could interview a Governor for the school newspaper, The Saint. The Headteacher will suggest an article to the editors for the new year.</p> <p>The Chair requested Governors send a photo into the Headteacher for inclusion on the Governor notice board. The Headteacher</p>	<p>All</p> <p>JR</p> <p>All</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</p> <p>JR</p> <p>All</p>

	<p>suggested Governors could draw a picture of themselves and submit for the Governor notice board if they preferred.</p> <p>The Chair said the Governors Strategic Action Plan is a working document.</p> <p>The Chair asked Governors to agree and adopt the Governors Strategic Action Plan. All Governors agreed and adopted the Strategic Action Plan. Review at the April full GB meeting.</p>	Chair
3b	<p>Review Autumn Headteachers Report</p> <p>The Headteacher asked Governors to review the School SEF summary sheet included in the Headteacher Autumn Report.</p> <p>Governor referred to Religious Education Attainment last paragraph, where it states, 'It is clear though, the coronavirus has had an impact'. The Headteacher said a book trawl has been completed and compared to last year and the amount of work done, there is a difference. The quality of work is there but the amount of work isn't. That is echoed in English and other subjects.</p> <p>The Headteacher said he is very impressed with the children and the way they have adopted the new routines.</p> <p>Governor referred to Quality of Teaching, Learning and Assessment, second paragraph and asked what the differential is for children for who had to self-isolate for 2 weeks. The Headteacher said majority of children are well behaved, there was an impact, but the impact could have been worse.</p> <p>Governor asked if there is a percentage of children who are in the catch-up programme? The Headteacher said he does not have a percentage. Certain groups have been identified; he will have the percentage later in the year.</p> <p>The Headteacher went through Outcomes with Governors and said in the Year 2 phonics outcomes children who got below 32 will be in interventions and they will be re-tested in June, if 32 is the pass mark.</p> <p>Governor asked if some of the children have just passed by 1 or 2 marks? The Headteacher said he hasn't looked closely at the scores of the children who passed.</p> <p>The Headteacher shared his screen allowing Governors to see Reception data that was not available before the meeting. The Headteacher said this year we can see how far back some of the children are – children are one or two columns behind where they should be.</p> <p>The Headteacher shared the screen allowing Governors to see reading data that was not available before the meeting. The Headteacher said this time last year 10-15% were in the 'not working AT' column at this time last year, this year's results are much higher.</p>	

	<p>Governor asked if the SEN children been significantly been impacted? JR said yes, nearly 50% are 'not working AT'. SEN children did have the option to come into school during lockdown, but many parents chose not to send their child in.</p> <p>Free School meals data was shared with Governors, the Headteacher said there is not as much disparity with our FSM children.</p> <p>Writing data was shared with Governors. Headteacher said – Year 1 writing, 51% 'not working AT'. SEND 52% 'not working AT'.</p> <p>Maths data was shared with Governors. Headteacher said Maths objectives are slightly easier at the beginning of the year and that figures are better in Maths.</p> <p>Headteacher agreed to email the data to Governors and data will be available on GovernorHub with supporting documents.</p> <p>The Headteacher informed Governors there have been 3 cases of racist behaviour. Governor asked if there is a follow up with racist incidents, to see how the child and parent are doing after the incident. The Headteacher said some of these children are very young, important to make sure children understand it and the class teacher follows up with circle time and/or PSHE.</p> <p>Governor suggested using the visualiser in the classroom for the camera when doing virtual lessons. The Headteacher said school is currently not doing live lessons; will do recorded lessons moving to blended lessons.</p> <p>Governor asked if children who are less resilient are being looked after. The Headteacher said yes, some children have been put into social groups to help them.</p> <p>The Chair thanked the Senior Leadership team and all staff.</p>	JR
4. 4a	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part Three.</p> <p>Consider and approve terms dates for 2021/22</p> <p>Monday 4th January 2022 amended to Tuesday 4th January 2022.</p> <p>2021-22 Term dates approved by Governors with amendment.</p>	

MRPase

4b	<p>School Dog Proposal</p> <p>The headteacher said quite a few schools have a school dog, usually the Headteacher's dog. The idea is for children who are struggling in school to have a relationship with the dog.</p> <p>Governor asked if children are taken out of class to see the dog? The Headteacher said children will have a 20 minute session with the dog.</p> <p>Governor said there are cost implications in having a school dog - about £600. The Headteacher said this cost could be off-set against the cost of a therapist and it could be revoked if necessary. The Headteacher said insurance has to be in place before bringing the dog onto school premises, but once in place, it could happen after the half term.</p> <p>Governor referred to the risk assessment and said it was comprehensive, but it needs to be clear that the risk assessment is for 'Bunty', no other dog. Parents need to be reminded that dogs are not allowed on school grounds.</p> <p>Governors agreed to the school dog proposal.</p> <p>School dog will be reviewed two terms from when the insurance is in place. Policy to be reviewed in December 2022.</p>	
4c	<p>Consider adoption of remote learning policy</p> <p>Governor asked if teachers know what the expectations are from Teaching Assistants. The headteacher said if there is another lockdown then all staff will have to be available for work. Teachers can call on TA's and HLTA's to cover for a teacher.</p> <p>Governor asked about year group emails. The Headteacher said class teachers should respond to year group emails within 48 hours, this will be added to the policy.</p> <p>Governor said children should be able to post comments on Teams – not on the private chat function.</p> <p>Policy agreed and approved by Governors.</p>	JR
	<p>Meeting finished at 9.30pm</p>	

M. Jones