



St. Joseph's Catholic Primary School

13th July 2021

Minutes of Full Governors Meeting

Remote meeting via Zoom

PRESENT: Julian Rakowski, Headteacher (JR), Maggie Jones, Chair of Governors (MJ), Anita Marshall (AM), Gerard McMahon (GM), Philip Stark, Chair of R&C Committee (PStark), Hilary Turner (HT), Danita Rowlands (DR), Una Whybrew (UW), Fr Cristiano Braz (FCB), Priya Sakokar, (PSakokar)

OBSERVER: Kate Kenny

CLERK: Cath McNee

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies Patricia Salume, apologies accepted Louise Brooks, apologies accepted	
1c	Accuracy and matters arising from the last minutes – 4th May 2021 Minutes of meeting from 4 th May 2021 were agreed by Governors and will be signed electronically by the Chair.	
1d	Matters arising from the minutes not on the agenda The Headteacher referred to Point 2b on 4 th May 2021 minutes of meeting and said ISS will take over the Harrisons payments and Harrisons will credit families if they have money remaining. The Headteacher referred to Point 2d on 4 th May 2021 minutes of meeting and said we are ahead and have reviewed Admissions and Nursery Admissions policies early.	
1e	Chair's action and report The Chair said we may have a potential new Foundation Governor in the pipeline and hopefully will have 2 new Foundation Governors by September. Potential candidates for Foundation Governor could also come from the Parent Governor election. A Governor said no more than 2 Foundation Governors can have children in the school.	

	The Chair informed Governors due to positive Covid cases some bubbles have been sent home. The Headteacher said it takes 24 hours to get teaching up and running online.	
1f	<p>Governor's Action Plan</p> <p>The Chair said a working party meeting took place on the 8th June 2021 and apologised for not writing up the minutes of meeting, these will be completed by the end of the week. The Chair said the working party identified a lot of progress – the new website is up and running, the TLR programme is working well, a new school brochure has been commissioned, there is a lot to be pleased about.</p> <p>The Chair said the Parent Governor Forum had to be delayed due to restrictions but hopefully this can be held next term.</p> <p>The Headteacher asked if the new school brochure could be put at the back of the Church. FCB agreed. Local estate agents will also receive a copy of the brochure.</p> <p>The Chair thanked Governors for their work.</p>	<p>MJ</p> <p>FCB</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>None.</p>	
1j	<p>AOB</p> <p>Safer streets Computing Cards</p>	
2	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1</p>	
2a	<p>Standards and Outcomes report</p> <p>The Headteacher referred to the Standards and Outcomes 2021 report and said he compared this year's data to last year's data. The results are better than last year, but the results should have been compared to 2 years ago.</p> <p>The Headteacher said in general Reception outcomes are pleasing, the only issue is writing which is relatively low but with the youngest children being off for 2.5 months it had an impact on their writing.</p>	

	<p>Governor said the figures are in-line with other schools, not a massive dip. Going forward the plan is for children to catch-up and support children in need.</p> <p><i>Governor asked about Communication and Language – speaking, why is the figure so high.</i> The Headteacher said we have a high EAL (English as an Additional Language) intake.</p> <p>Year 1 Phonics Headteacher said there has been no official testing of phonics – 75% of children passed. Children struggled with alien words.</p> <p>Year 2 phonics Headteacher said 80% passed. 33% of children passed the re-sit.</p> <p>Year 2 assessments Headteacher said no official tests took place. Figures are reasonable. Reading is down but Maths is comparable to last year.</p> <p><i>Governor asked if online learning has had an impact on results.</i> The Headteacher said it will have had an impact, in-person teaching is streets ahead compared to online learning, but online learning is better than no teaching.</p> <p>Multiplication test The Headteacher said there is no pass mark, 36 children got results between 21-25. Headteacher would like slightly better results.</p> <p>Year 6 The Headteacher said the numbers are relatively pleasing. Maths is down in greater depth.</p> <p>Years 1, 3, 4 and 5 The Headteacher said compared to 2 years ago figures do not look as good.</p> <p>The Headteacher said he will re-do the figures and compare results with figures from 2019, 2 years ago.</p>	JR
2b	<p>Catch-up Programme Report</p> <p>Lower Phase Catch-up Programme document was circulated to Governors for review before the meeting. Staff Governor presented the Lower Phase Catch-up intervention report.</p> <p><i>Governor said learning to share and turn taking are important life skills and its impressive children have been supported in that area.</i></p> <p>Headteacher said it is important for Governors to understand the different styles and small increments of learning.</p> <p>Governor thanked the Staff Governor for the presentation and said it gives an excellent insight into what is possible.</p> <p><i>Governor asked how were parents able to support children during home-schooling the last year?</i> Staff Governor said some parents</p>	

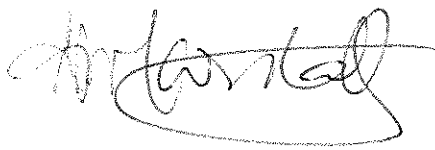
	<p>have not been able to help their children during lockdown due to other commitments and working.</p> <p><i>Governor asked if Governors should be doing anything to support catch-up in terms of resourcing?</i> The Headteacher said the Government has given us more money for next year to support the catch-up programme.</p> <p>Headteacher referred to Middle Phase Catch up Interventions March onwards document circulated to Governors before the meeting for review.</p> <p>The Headteacher and Governors reviewed the Middle Phase Catch up Intervention's document and Upper Phase Interventions March onwards document.</p> <p>The Headteacher said middle and upper phase interventions were given by class teachers.</p> <p>The Headteacher said children will be targeted in September for further catch-up.</p> <p><i>A Governor asked about children in the catch-up groups in the upper/middle phase – were there children that went in all the groups?</i> The Headteacher said in the middle phase quite a few went into all the groups, not so much in the upper phase.</p> <p>The Chair thanked all staff for the efforts that have been made with these children, and said it is a developing programme and we need to ensure we ensure the effort is continued.</p> <p>Governor said we can clearly see interventions are working for some children.</p> <p><i>A Governor asked if children are reacting well to the intervention groups.</i> The Headteacher said a variety of children go to the groups which are held at different times throughout the day so children do not keep missing the same lessons.</p>	
2c	<p>Receive SEND Report</p> <p>The Headteacher referred to the annual SEND report circulated to Governors before the meeting for review. The Headteacher said the report was written by the Inclusion Manager. The number of children on SEN register is increasing and we now have 18 children with EHCP's (Education Health Care Plan).</p> <p><i>A Governor said there is evidence nationally that lockdown has had a big impact on those children and asked if they were able to take part in online work.</i> The Headteacher said a lot of the work was differentiated, the Inclusion Manager made sure the children were catered for, parents where phoned, a lot of the children were able to come into school.</p> <p><i>A Governor asked, in terms of budget, is there enough to support these children.</i> The Headteacher gave an example saying a child can get the full allocation around £18k per year. The school also</p>	

	<p>gets an initial £6k but the school has to make up the rest. The total will not be enough to cover cost completely. <i>Governor said potentially, going forward, it could impact the school budget if numbers of SEN children keep increasing</i>, the Headteacher agreed.</p> <p>The Chair said it was an informative report and thanked the Inclusion Manager.</p>	
2d	<p>TLR Link Governor Reports update</p> <p>The Chair thanked Governors for sending in their updated TLR reports. 5 TLR reports are outstanding.</p> <p>The Chair said good progress has been made with TLR reports and the next set of meetings will take place in the first term, with a final update meeting in the summer term. Good practice is becoming imbedded.</p>	
2e	<p>Policy updates</p> <p>The Headteacher said there has been a change to the Admissions Code of 2021, the change comes into effect on 1st September 2021 and subsequently 2021-22 and 2022-2023 Admissions Policies need to be amended to reflect the change and henceforth.</p> <p>The Headteacher and Governors reviewed the amended Admissions Policy with changes to the 'looked after' category.</p> <p>Governors agreed to adopt the amendments to the 2021-22 and 2022 –23 Admissions Policy.</p> <p>Proposed MJ Seconded HT</p> <p>The following policies approved at the R&C meeting on 24th June 2021 were ratified by the Governing Body.</p> <p>Asthma Policy Educational Visits Equality Policy Fire plan and major incident GDPR Gifted and Talented Policy Health and Safety Intimate care policy Letting policy Out of Hours School Policy School charging policy SEND Policy</p>	
2f	<p>Consistent Financial Reporting (CFR) Report</p> <p>CFR report was circulated to Governors before the meeting for review. The Headteacher said this is a final report from the last financial year and it gives an idea how and where we have spent money.</p>	

	<p><i>Governor asked about variances on the report, for example, £91k from the local authority. The Headteacher said school did not receive the full funding for various reasons.</i></p> <p><i>Governor enquired about the carry forward. Headteacher confirmed the carry forward is about £170k.</i></p> <p>Governors accepted and approved the CFR report. PS Proposed MJ Seconded</p>	
3	<p>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</p>	
3a	<p>Headteacher report to Governors about Summer 2021</p> <p>Headteacher Report was circulated to Governors before the meeting for review.</p> <p>The Headteacher and Governors reviewed the report together.</p> <p><i>Governor asked when and what other faiths are studied in RE. Headteacher said the focus on other faiths takes place in the summer term - Judaism, Hindu and Islam are studied.</i></p> <p><i>Governor asked if children will be able to attend Mass in church next term. Headteacher said yes and our Parish Priest will be able to visit school.</i></p> <p>The Headteacher said the Eden Play maintenance contract was not taken out in 2017. In 2019 Eden Play were scheduled to fix a trip hazard but they did not attend. We will need to include money into a maintenance budget. Governors agreed.</p> <p>The Headteacher informed Governors that a Year 4 teacher has tested positive in a lateral flow test and the class has been sent home and awaiting the PCR result. Governors agreed with the Headteachers decision.</p> <p>The Headteacher informed Governors of an extra staff member/admin hours within the school office.</p>	
3b	<p>Headteacher Appraisal update</p> <p>The Chair informed Governors the Headteacher appraisal took place this week and has been completed.</p>	
4.	<p>Safer Streets</p> <p>The Headteacher said Safer Streets were unaware that Balfour Avenue is a one-way street. Safer Streets wanted two barriers – at York Avenue and Balfour Avenue. However, the residents of Balfour Avenue objected stating they would not be able to get in and out during peak times due to cars queuing to drop-off children.</p> <p>Safer Streets have suggested relocating the barrier to the other end of Balfour Avenue with its junction with Cherington Road but that</p>	

	<p>would create a H&S concern as we wouldn't be able to see people at that gate; walkie talkies could be given etc. Safer Streets will try and put St. Joseph's as a priority for traffic cameras.</p> <p><i>Governor asked if the feedback from parents has been received.</i> The Headteacher said no. The Council adopt an incremental approach, so parents wont be consulted until a scheme has been agreed with the School.</p> <p>The Chair said the issue is that the one-way Cherington Rd has a lot of traffic on it, a barrier at this end could cause cars to back up causing traffic congestion.</p> <p><i>Governor asked how long the street will be blocked off for.</i> The Headteacher said 30 mins in the morning and 30 mins in the afternoon.</p> <p>The Chair said the key point is the benefit to children and we need a group of parents to commit to manage the barriers.</p> <p><i>Governor asked if residents are exempt.</i> The Headteacher said yes. Deliveries will need to be arranged outside of the times.</p> <p><i>Governor said we could opt for a trial period.</i> Headteacher agreed.</p> <p>The Headteacher said parents will manage the barrier along with leadership staff occasionally.</p> <p>Governors agreed to go forward with Safer Streets and with the amended location of the two barriers.</p> <p><i>Governor asked if there were any children with disabilities that would require to be dropped off by car.</i> The Headteacher said anyone with a disability badge will be exempt.</p>	
	<p>Computing</p> <p>The Headteacher said Governors agreed to purchase 45 computers in the R&C meeting on 24th June 2021. The Headteacher said he has received a quote for 60 computers for £34,511.</p> <p><i>The R&C Governor said there was an argument about getting 30 computers this year and 30 next year.</i> The Headteacher said 30 computers does not come close to spending the £30k agreed by Governors. The Headteacher said we will need to add £7k or £10k every year to the computing budget in order to replace them in 3 or 4 years.</p> <p>The Headteacher and Governors talked about the optimal number of laptops. The Headteacher said we need to expand our computing stock.</p> <p>Governors agreed £34,511 for 60 computers.</p> <p>PS proposed HT Second</p>	

	Governor said the Diocese have a good computer deal with Toshiba that could be worth investigating.	
	Cards Governors agreed to visit the school office to sign the staff Thank you cards.	All
	The Next meeting full GB meeting is on Tuesday 28 th September. The Headteacher will send out new meeting dates. Governors gave a vote of thanks to all staff, for the support given to the children and their commitment to St. Joseph's.	JR
	Meeting finished at 10pm	



28/09/2021