



St. Joseph's Catholic Primary School

17th January 2023

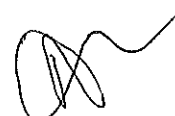
Minutes of Full Governors Meeting

PRESENT: Julian Rakowski, Headteacher (JR), Anita Marshall, Chair of Governors (AM), Philip Stark, Chair of R&C Committee (PStark), Louise Brooks, Chair of S&O Committee, Hilary Turner (HT), Edyta Marciniuk (EM), Bittoy George (BG), Una Whybrew (UW), Danita Rowlands (DR), Gerard McMahon (GM)

CLERK: Cath McNee

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies Fr Cristiano Braz – apologies received and accepted. Patricia Salume – apologies received and accepted. Claire O'Neill – apologies received and accepted. Sharon McHugh – absent	
1c	Chair's Action and report None.	
1d	Accuracy and matters arising from the last minutes – 27 September 2022 The minutes of meeting from 7 th December 2022 were approved by Governors and signed by the Chair. The Chair of R&C Committee referred to point 3c Lengthening of the school day and enquired about an article in the school newsletter stating a survey would be carried out asking for parent opinion on the new school hours. The Headteacher said there can't be much movement with the longer school day due to the safer street times. The Headteacher said he will put a questionnaire to parents after the start of September 2023 term. Governor referred to point 5 AOB and enquired about the pupil involved in the accident. Headteacher said the pupil is back in school.	JR

	<p>Governor referred to point 3a Update on Financial Audit and asked if the report has been received. The Headteacher said the report has not been received and will follow up.</p> <p>Governor asked about the Asset Register. Headteacher said he has not heard back regarding the Asset Register.</p>	JR
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>	
1k	<p>Register of Interest</p> <p>The Clerk asked Governors to update the Register of Interest.</p>	All
1l	<p>Declaration of Interest</p> <p>None.</p>	
1l	<p>AOB/Confidential items</p> <p>Teachers strike – see point 5.</p>	
2	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1</p>	
2a	<p>Assessment Update</p> <p>Early Years Assessment data and Year 1 to Year 6 Autumn Assessment grid was circulated to Governors before the meeting for review.</p> <p>The Headteacher said a new system called 'Sonar' is being used to track pupil progress and the figures shown are the targets that have been reached at this time.</p> <p>Governors reviewed the data.</p> <p>The Headteacher said the figures show we are working in the right direction.</p> <p>Governor asked about children who are 'significantly below' and 'below'. The Headteacher said those children will be receiving extra input.</p> <p>Governor asked why a greater number of children in Year 3, 4 and 5 are below target for reading? The Headteacher said the scope of objectives in Year 3, 4 and 5 for reading is much bigger than in Year 1 and 2.</p>	



	<p>Governor asked if the assessment figures are expected to improve. The Headteacher said yes.</p> <p>Staff Governor asked about pupil attendance and said certain classes have a lot of pupil absence and this is affecting results. The Headteacher agreed and said attendance for 2020/21 for persistent absence was 6.1%. Last year's figure was 14%. The Attendance Officer for Ealing said 14% persistent absence is not bad for a school in Ealing.</p> <p>The Staff Governor requested absence figures by year to compare with results.</p> <p>The Headteacher said the Attendance Officer requested school only contacts families with children below 85% attendance, there are 55 children in that category.</p> <p>The Headteacher said parents are keeping children at home more than in the past, majority have illness for 3 to 4 days.</p>	JR
2b	<p>TLR Update</p> <p>The current TLR list was circulated to Governors before the meeting for review.</p> <p>Science, Design Technology, English and PE TLR reports have been uploaded onto GovernorHub for Governors to read.</p> <p>A Governor informed Governors about recently attending Mental Health and Wellbeing training. The Governor said it was interesting to hear what other schools did to raise the moral and wellbeing of their staff. One school has introduced Freedom Friday, whereby staff can win a Friday afternoon off work in a weekly raffle. Once a staff member has won the raffle their name is removed from further raffles. Every staff member gets one Friday afternoon off work. Governor said Freedom Friday would keep the morale and motivation of staff up and asked if it is something the Headteacher and Governors would consider for St. Joseph's staff.</p> <p>The Headteacher said there are implications for staff cover. Associate staff could be covered internally. Teachers and associate staff could take the afternoon off together in order to ensure all staff get an opportunity throughout the year. Freedom Friday could be done for 1 year to see how it works.</p> <p>Governors discussed Freedom Friday:</p> <ul style="list-style-type: none"> - Raffle could take place during the Headteacher's morning briefing. - Easier and more manageable to organise staff cover the week before. - There are enough weeks in the school year to ensure flexibility, does not have to be a Friday. 	



	Governors voted and agreed Freedom Friday afternoon starting in September 2023.	
3	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2	
3a	<p>Budget Update</p> <p>The Cumulative Expense Analysis was circulated to Governors before the meeting for review.</p> <p>The Headteacher informed Governors the December payroll included backdated pay increase for teachers and support staff, and this has skewed the budget figures, the Headteacher said he will have a more accurate picture on teacher/support staff salaries on 26th January 2023.</p> <p>Headteacher and Governors reviewed the Cumulative Expense Analysis and the Headteacher went through the budget headings.</p> <p>Governor asked about the overspend on water. The Headteacher said the price rise in water wasn't taken into account last year, money from surplus can be used.</p> <p>Governor asked why the EGFL licence has increased to £6,000 and only £1,000 was put into the budget for the licence. The Headteacher said the cost centre was either incorrect or it has come out of the wrong heading.</p> <p>Governor asked about parents building up debt for school meals. The Headteacher said text reminders are sent to parents about outstanding debt and the money comes in.</p> <p>Governor asked about Consultants fees, who are they? The Headteacher said he did not have the full list to hand but they include the Catholic Children's Society Counsellor, DHP, subscription to PE support partners, etc.</p> <p>Governor asked if the Headteacher feels confident about the budget. Headteacher said it will come down to the wire and is hoping not to dip into the surplus.</p>	
3b	<p>Admissions 2023 update</p> <p>The Headteacher informed Governors about Nursery and Reception admissions.</p> <ul style="list-style-type: none"> - Admissions closed on the 15th January 2023. - 12 parent tours were held and well attended. - Reception has received 61 first choice applicants, 68 applications were received last year, and 84 children started. - 30 second choice applicants received this year, the same number as last year. - The Headteacher is hopeful to have 80 children but we will be diluting our Catholicity. - Borough and the Diocese don't want to reduce our PAN. 	

	<p>- Nursery 36 applications received. 41 applicants this time last year.</p> <p>Governor asked if we would continue to offer 30 hour places in Nursery. Headteacher said yes.</p> <p>The Headteacher said he will contact Tamara Quin from Ealing to discuss a soft cap on numbers.</p> <p>Admissions Committee meeting confirmed at 9am on Saturday 4th February - confirmed attendees Julian Rakowski, Anita Marshall and Edyta Marciniuk.</p>	JR, AM, EM
3c	<p>Adoption of Policies</p> <p>The Security Policy, Accessibility Plan and Policy for managing serial and unreasonable complaints were circulated to Governors before the meeting for review.</p> <p>Governors reviewed and discussed the policies.</p> <p>Complaints Policy – Agreed and approved by Governors. AM proposed / PS seconded.</p> <p>Security Policy – Agreed and approved by Governors with minor amendments to be made by the Headteacher. PS approved / UW seconded.</p> <p>Accessibility Plan – Governor referred to the Action Plan on the Accessibility Plan and how do Governors know the Success Criteria has been met? The Headteacher said he will give evidence to Governors at the next review of the policy.</p> <p>Governor agreed and approved the Accessibility Plan HT proposed / PS seconded.</p>	JR
3d	<p>Neighbour grievance</p> <p>The Headteacher informed Governors a grievance has been received from a neighbour regarding damp in their house.</p> <p>The Headteacher explained the neighbour's house is located behind Year 1 and sits 60cm below the playground, the playground butts up against a wall in the house.</p> <p>The Headteacher said the Diocese have been contacted regarding the matter and DHP have visited the house and viewed the wall in question.</p> <p>The neighbour has a survey report and a damp specialist recommends a 50cm trench is dug.</p> <p>The Headteacher said this work would be very expensive and the Neighbour is requesting the school pays for the work.</p>	

	<p>The Headteacher informed Governors the neighbour has been in discussions with Nigel Spears from the Diocese and Nigel Spears has referred the matter back to Governors.</p> <p>The Headteacher explained that school funds, the Catholic fund or PTA money cannot be used to pay for the work. School insurance will not pay for the work at the request of the neighbour.</p> <p>The Headteacher suggested one solution could be to allow the neighbour to dig down and cede a small strip of land that butts up against his wall on a one off basis</p> <p>Governor said there could be lots of factors that could contribute to the damp problem, not just the playground.</p> <p>Governor said it is disgusting that the Diocese have washed their hands of the issue and referred it back to Governors.</p> <p>Governor said a survey report needs to be completed on behalf of the school. The Diocese owns the land and the Diocese should take responsibility.</p> <p>Governors discussed the issue and agreed it is out of the Governing Body remit as the land is Diocesan property.</p> <p>Governors agreed that on a neighbourly level DHP should engage in communication with the homeowner.</p> <p>Governors agreed it is not appropriate to visit the neighbour's house to view the damp.</p> <p>The Chair of Governors will draft a letter to the neighbour stating Governing Body decision.</p>	AM
5	<p>AOB</p> <p>The Headteacher informed Governors the NEU are asking members to strike on 4 different days in February and March.</p> <p>The Headteacher said school may have to close on strike days and he is permitted to ask NEU members if they plan to strike but they don't have to give an answer.</p> <p>Headteacher said an article will be included in the newsletter informing parents of the possibility the school will close on strike days.</p> <p>The Headteacher informed Governors a new sports apprentice and SEN Administrator have been appointed. Currently advertising for 2 new SMSA's and someone for Early Morning Drop. Also recruiting an extra Admin staff member for the main school office.</p>	