



# St. Joseph's Catholic Primary School

21<sup>st</sup> March 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), Fr Cristiano Braz (FCB), Patricia Salume (PS), Claire O'Neill (CON)

**CLERK:** Cath McNee

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	<b>Apologies</b> Danita Rowlands – apologies received and accepted Gerard McMahon - apologies received and accepted Sharon McHugh – absent Bittoy George - absent	
1c	<b>Chair's Action and report</b>  The Chair updated Governors on the damp in the neighbour's house on Springfield Road: <ul style="list-style-type: none"><li>- A letter has been sent to the neighbour stating the damp problem is not within Governor's remit.</li><li>- The Diocese have said the damp is an issue for Governors and not the Diocese. The Chair of Governors disagreed with this and said the damp is not on school property.</li><li>- Neighbour requested the Headteacher and Chair of Governors view the damp at the property and would like Governors to take action.</li><li>- The Diocese informed the Headteacher there are two options for the neighbour:<ul style="list-style-type: none"><li>o Pay for the repair work and make a claim through our Public Liability Insurance or,</li><li>o Make a claim on our Public Liability Insurance before starting the work.</li></ul></li></ul> Headteacher said he is happy to meet with the neighbour and view the damp in order to maintain a good relationship with the neighbour.  The Headteacher said we do not have the funds to pay for the work. We could possibly let the neighbour work on the piece of land between the house and playground to rectify the problem, but this would require a contract to be in place and there would be safeguarding implications.	

	<p>The Headteacher said the neighbour will need to prove the school is at fault. The level of the playground has been at the same height for a long time.</p> <p>Governors agreed the neighbour needs to take the issue up with the Diocese or make a claim against the insurance.</p>	
1d	<p><b>Accuracy and matters arising from the last minutes – 17 January 2023</b></p> <p>Minutes of Meeting for 17<sup>th</sup> January 2023 were approved by Governors and signed by the Chair.</p> <p>The Headteacher referred to 2a in the minutes and reported on attendance figures:</p> <p>2017-2018 Attendance 96.2% / Persistent absenteeism was 6.4%  2018-2019 Attendance 96.3% / Persistent absenteeism 6.1%  2019 / 2020 /2021 – no figures due to Covid  2021-2022 Attendance 94.8% / Persistent absenteeism 14%</p> <p>SEND Governor attending a training course ‘Working together to improve school attendance. Expectations for school Governors’ and reported:</p> <ul style="list-style-type: none"> <li>- We need to ensure our Attendance Policy reflects new national guidelines that will become statutory in September.</li> <li>- Do we have a lead governor for attendance?</li> <li>- Governors should be looking at and scrutinising attendance data regularly.</li> <li>- Attendance is something Governors should be discussing at meetings.</li> </ul> <p>The Headteacher said he meets with the Attendance Officer twice a year. Once in January and then a follow up meeting at Easter to see if there has been an improvement. Targets are set for the following year.</p> <p>Governor suggested Attendance data should be reviewed by Governors in the Autumn term and discuss how school supporting parents with children of persistent absenteeism.</p> <p>The Headteacher agreed to look at benchmarking data in the Autumn term.</p> <p>Governor asked if the document shared with the Attendance Officer could be shared with Governors in the Autumn term. The Headteacher agreed.</p>	
1e	<p><b>Matters arising from the minutes not on the agenda</b></p> <p>None.</p>	
1f	<p><b>Governor’s Action Plan</b></p> <p>None.</p>	

1g	<b>Any urgent business pre-notified to the Chair</b> None.	
1k	<b>Register of Interest</b> The Clerk asked Governors to update the Register of Interest. Louise Brooks married to a staff member.	All
1l	<b>Declaration of Interest</b> None.	
1j	<b>AOB/Confidential items</b> None.	
2 2a	<b>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1</b>  <b>Resources and Compliance – to agree minutes and challenge 9<sup>th</sup> February 2023.</b>  Headteacher referred to point 2b in R&C 9 <sup>th</sup> February 2023 minutes of meeting and said the £11,000 overspend for Universal Free School Meals is a sum that comes in and out of the budget and this has been confirmed by the School Bursar.  Headteacher referred to point 3b in the 9 <sup>th</sup> February 2023 minutes - Continuity Plan to be agreed. The Headteacher said Governors reviewed the Continuity Plan at the R&C meeting.  PS Proposed HT seconded. Governors agreed the Continuity Plan.  The Headteacher reported the Asset Register has been updated by Site Staff, estimated costings to be added.	
2b	<b>Standards and Outcomes – to agree minutes and challenge 14<sup>th</sup> March 2023</b>  Governor noted the RE Inspection date is now 2024/2025.  Governor referred to the curriculum presentations given by teachers at the S&O meeting and asked if would be better for the presentations to be given at the full Governing Body meetings in order for more Governors to see them. Headteacher agreed and asked for Governor approval. Governors were in agreement; curriculum presentations will be moved to full Governing Body meetings.	
2b	<b>Admissions Committee minutes</b>  The Headteacher referred to the Admissions Committee minutes of meeting circulated to Governors before the meeting.	

	<p>The Headteacher said the Admissions committee met in February to rank the applications. 104 applications were ranked. 79 first choice applicants.</p> <p>The Headteacher said he is hoping to have 85 children by September.</p> <p>Governor said there is less uptake with families completing the sacraments and this is having an impact in Catholic schools. Some secondary schools are helping children to make their first holy communion etc. Governors discussed making it easier for families to have their children baptised.</p> <p>Governor said the key is to make sure the family is interested in the faith; the minimum requirement is to ensure at least one person practises their faith.</p> <p>The Headteacher said we need to spread the word further than our newsletter and we need another vehicle to let parents know they can get their child baptised at Our Lady and St. Joseph's church. Governor suggested putting an article on Hanwell Facebook page and on the Admissions page of the school website.</p>	
2d	<p><b>Plans for Nursery</b></p> <p>The Headteacher referred to Plans for Nursery 2023-24 document circulated to Governors before the meeting and said 37 places have been allocated. Governors reviewed the nursery allocations.</p> <p>Governor asked if there are families within school that are struggling financially as there has been an increase within the parish. The Headteacher said yes, some families are struggling and some children have come to school without breakfast, we would ensure they are fed at school.</p> <p>Governor said some schools are doing foodbank collections.</p>	
3  3a	<p><b>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</b></p> <p><b>Headteacher Report to Governors Spring 2023</b></p> <p>The Headteacher's Report was circulated to Governors before the meeting.</p> <p>The Headteacher informed Governor's outcomes will be collected in the next few weeks and will be available at the next meeting.</p> <p>Governor asked, due to the greater number of children with additional needs, has the Headteacher thought about what the budget will look like in September in terms of SEND. The Headteacher said some staff are employed on short term pupil linked contracts and if the pupil moves to another school, then the staff contract comes to an end.</p>	

	<p>Governor referred to page 4 of the Headteacher's report and asked how you measure the column called 'Progress/Impact'. The Headteacher the 'Progress/Impact' column shows things that are either in progress or have happened.</p> <p>Governors discussed the title of the 'Progress/Impact' column and Headteacher agreed to rename the column to 'Next Steps'. The Headteacher said he will differentiate 'Next Steps', new items will be shown in a different font.</p>	
3b	<p><b>School Financial Value Standard</b></p> <p>Governors reviewed the SFVS.</p> <p>Governor asked to indicate the two different insurance: Public liability and employer liability. The Headteacher said the Diocesan insurance is for building and contents.</p> <p>Governors agreed and approved the SFVS.</p>	
3c	<p><b>Parent Survey</b></p> <p>Parent Survey was circulated to Governors before the meeting.</p> <p>The Headteacher informed Governors the Parent Survey was completed over the two parents' evenings.</p> <p>Headteacher and Governors reviewed the Survey. The Headteacher said the response was mixed with some classes having more parents complete the survey than others.</p> <p>Question 3 – Faith is at the heart of our school, the Headteacher said there we no disagree or strongly disagree responses which was pleasing.</p> <p>Question 9 – The school deals with cases of bullying, the Headteacher said he strongly believes we deal with bullying very well.</p> <p>Question 16 – My child can take part in clubs and activities. The Headteacher said not all staff want to deliver a club and some clubs are much more popular than others and therefore very oversubscribed.</p> <p>The Headteacher said the survey is generally pleasing but it would be good if the people who disagreed/strongly agreed would contact the school. An article has been put in the newsletter asking parents to contact him if they have any concerns they would like to discuss, there has been no response.</p> <p>Governor said the survey was very good and queried question 17 St Joseph's supports my child's wider personal development. The Headteacher said the question was not specific enough.</p>	
3d	<p><b>Draft Governor Strategic Action Plan</b></p>	

	<p>Draft Governor Strategic Action Plan 2020-2025 was circulated to Governors before the meeting.</p> <p>Governors reviewed the Action and discussed increasing the visibility of Governors to parents.</p> <p>Governor said on some school websites there is a photo and a short article why they decided to be a governor etc.</p> <p>Governor suggested a photo and article in the newsletter to raise the profile of individual Governors. The Headteacher agreed, more parents would see it in the newsletter, and it could then be transferred onto the school website.</p> <p>Governor suggested Governors attending school events and being available on parents evening.</p> <p>Governor said we need to progress elevating the profile of Governors.</p> <p>Governors agreed to write a paragraph with a photo for the newsletter.</p> <p>Governors agreed and approved the Governor's Strategic Action Plan.</p>	CON
<p>4</p> <p>4a</p>	<p><b>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 3</b></p> <p><b>Late entry to Reception request</b></p> <p>The Headteacher said he has received a request from a family asking to defer entry into Reception. Headteacher requires Governor approval for this request. Governors approved the request.</p>	
<p>4b</p>	<p><b>Staff request to reduce hours</b></p> <p>The Headteacher informed Governors a staff member returning from maternity leave has requested to return on a part time basis. The Headteacher said this request dovetails with a staff member currently working 3 days a week.</p> <p>Governors approved the request for 2 days a week.</p> <p>The Headteacher informed Governors a staff member returning from maternity leave has requested to work part time - 1 day a week. The Headteacher said we currently have a staff member working 4 days a week and it would work well to have this staff member returning for 1 day a week.</p> <p>Governors approved the request for 1 day a week.</p> <p>Governor asked about the terms and conditions of the part-time staff returning from maternity leave. Headteacher will check with HR.</p>	JR

	<p>The Headteacher said the nursery position will have to be advertised.</p> <p>The Headteacher said two students who have worked within the school have been offered ECT positions. One has accepted and waiting to hear from the other.</p> <p>The Headteacher informed Governors the SENCO has resigned. Several internal staff have shown an interest in the position.</p>	
4c	<p><b>Building update</b></p> <p>The Headteacher updated Governors on the radiators and pipes work and said DHP have sent a tender report and Cromwell were the lowest tender.</p> <p>The Headteacher said the cost of the work has increased from £165,000 to £253,000. The Diocese will fund the project and school must fund 10%. The Headteacher said he has two different figures for the amount the school has to pay and has been unable to get a correct figure.</p> <p>Governors agreed and approved paying the increased amount due to the price rise.</p>	
5a	<p><b>AOB - Juniper</b></p> <p>The Headteacher informed Governors he received a letter from Juniper, one of our uniform supplier, asking if they could be the sole supplier and stating their case. The Headteacher read the letter to Governors.</p> <p>Governors had a brief discussion and agreed for Juniper to be sole supplier.</p> <p>The Headteacher asked if Governors would approve grey Pinafores for girls as there have been several requests from parents.</p> <p>Governors approved grey pinafores.</p>	
5b	<p><b>AOB - Bacs payments</b></p> <p>The Headteacher said Governor approval is required for the school to run BACS payments.</p> <ol style="list-style-type: none"> <li><b>1. Payment by BACS for Royal Bank of Scotland account no: 00285057</b>, this is the main school account which LA funds are paid into and all school related expenses including payroll are paid from.</li> </ol> <p>Governors approved. PS proposed / LB seconded.</p> <ol style="list-style-type: none"> <li><b>2. On-line banking and payments for the Lloyds School Private Fund account no: 02389454</b>, this account is used for school trips, fund raising, commission from school</li> </ol>	

	<p>photographs, the PTA transfer payments to this account and all other payments which are not related to LA funding.</p> <p>Governors approved. PS proposed / LB seconded.</p> <p><b>3. On-line banking and payments for the Lloyds School Journey account no: 01722303</b>, this account is used for receipt of payment from parents to pay for the year 6 school journey, any donations we receive towards the school journey, the only outgoings are payment for trip, such as to PGL, the coach and pocket money.</p> <p>Governors approved. PS proposed / LB seconded.</p> <p>Governor confirmed cheques would no longer be used. Headteacher agreed.</p> <p>Headteacher said paperwork will be completed for each BACS payment.</p> <p>Governor asked about dual authenticating BACS payments. The Headteacher said he will confirm how this works.</p>	
5c	<p><b>AOB - Career Break for staff member</b></p> <p>Headteacher said a staff member has asked for a career break for 1 year, 31<sup>st</sup> August 2023 to 1<sup>st</sup> September 2024. The Headteacher said he asked HR what the requirements are and Governors would have to agree for the staff member to take an unpaid career break with no salary, sick pay, pension etc. If the staff member decides not to return to work, then they must advise us as soon as possible so we can make arrangements. Requests to return earlier would be considered. Governors had a brief discussion and approved the request.</p>	
5d	<p><b>AOB - Transfer of funds</b></p> <p>Headteacher requested the transfer of funds from the private fund to the LMS account as agreed by Governors via email on 13<sup>th</sup> March 2023 to be minuted. The transfer of funds is to create a greater margin in the event of an unexpected payment. These funds would be repaid in the next financial year.</p>	
	The meeting finished at 9.15pm.	

 - 9/15/2023 .