



St. Joseph's Catholic Primary School

Tuesday 22nd March 2022

Minutes of Full Governors Meeting

PRESENT: Julian Rakowski, Headteacher (JR), Anita Marshall, Chair of Governors (AM), Philip Stark, Chair of R&C Committee (PStark), Patricia Salume (PSalume), 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, Hilary Turner, Fr. Cristiano Braz and Gerard McMahon Edyta Marciniuk - absent	
1c	Chairs Action and Report The Chair asked about Covid, the Headteacher said there continue to be a few cases of Covid within school, some restrictions are still in place such as parents queueing outside at pick up and one-way systems in school. The Headteacher said at drop-off/pick-up parents remaining outside the school premises until gates open may continue. The Chair commented that she was pleased to see parents and Governors will be able to attend church for Way of the Cross.	
1d	Accuracy and matters arising from last minutes – 18th January 2022 18 th January 2022 minutes of meeting were agreed and approved by Governors and signed by the Chair of Governors.	
1e	Matters arising from the minutes not on the agenda None.	
1f	Governors' Action Plan Governor Action Plan meeting to be arranged.	AM/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
1i	Declaration of Interest None.	
2.	Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part 1.	
2a	R&C Terms of Reference The amended R&C Terms of Reference (update to clause 4.1j) were circulated to governors for review before the meeting. Governors approved the R&C Terms of Reference and were signed by the Chair of Governors.	
2b	R&C 10th February 2022 – to agree minutes and challenge R&C minutes of meeting were reviewed and agreed by Governors.	
2c	S&O 15th March 2022 – to agree minutes and challenge The Clerk informed Governors the S&O minutes from 15 th March 2022 were not ready for review and will available at the next full GB meeting.	
2d	Admissions Committee report The Headteacher informed Governors the Admissions Committee met on 5 th February 2022 Admissions Committee minutes of meeting and a report were circulated to Governors for review before the meeting. The Headteacher reported 102 applications were received; 68 first choice children for Reception 31 second choice 31 third choice 21 fourth choice 15 fifth choice 6 sixth choice The Headteacher said it is unlikely we will get any children from the fourth choice down.	

	<p>Governor asked if we have a comparison with last year. The Headteacher said numbers have been coming down over the past 2 years. The Chair said the number of sibling applications was down compared to previous years.</p>	
2e	<p>Plans for Nursery</p> <p>The Headteacher reported on Nursery admissions. 35 applications were received, out of that 21 families are requesting 30 hours but they will need to meet the criteria in order to qualify for 30 hours.</p> <p>12 families requested mornings and 2 families requested afternoons.</p> <p>The Headteacher said if we have 21 children doing 30 hours we will need to ensure we balance out the numbers and will need to use our over-subscription criteria. A 30 hour nursery child takes up 2 places.</p> <p>The Headteacher said in the short term we could offer morning sessions only and then use the nursery teacher as PPA cover in the afternoons. The more children we have in nursery; the more children we have filtering into Reception – we know them and can understand their needs.</p>	
3	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part 2.</p>	
3a	<p>Ofsted Update</p> <p>The Headteacher informed Governors the Ofsted report has not been received despite being past the 18 day time frame set by Ofsted. The Headteacher said he has chased the report and is hopeful it will be received this week.</p> <p>Governor asked if there was there any suggestion the delay could be because the conclusion to the report is different to what is expected. The Headteacher said no.</p>	
3b	<p>Uniform request</p> <p>The Headteacher informed Governors some Upper Phase girls have requested changing the white PE shorts to black. The Headteacher said the white PE shorts are not very practical.</p> <p>Governors were in agreement to change the uniform to black PE shorts for boys and girls. The white PE shorts can be phased out over a few years. Uniform policy will be updated.</p> <p>AM proposed PS seconded</p>	JR
3c	<p>School Financial Value Statement Skills Matrix</p> <p>Headteacher said the School Financial Value Statement has been slimmed down compared to last year and explained the changes.</p>	

	<p>Governors approved the SFVS.</p> <p>The Chair of Governors will sign the SFVS and return the paperwork to the school office.</p>	AM
4.	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part 3.</p>	
4a.	<p>Attendance Policy Review</p> <p>The Headteacher informed Governors he met with the Ealing Attendance Officer, during the meeting the Leave of Absence form and Attendance Policy was discussed.</p> <p>The Leave of Absence form and Attendance Policy do not state that parents can be fined if children are taken out of school during term time. The Headteacher suggested adding a sentence to the Leave of Absence form and Attendance Policy informing parents they can be fined. Governors had a discussion.</p> <p>A Governor asked how much the fine is? The Headteacher said £60 rising to £120. Governor asked where the fine goes? The Headteacher said Ealing send the paperwork to parents and the fine presumably goes to Ealing Council.</p> <p>A Governor asked how does the fine gets triggered? The Headteacher said school notifies Ealing Council and they send the fine.</p> <p>Governors agreed the following wording to be added to the Attendance Policy and Leave of Absence form:</p> <p>Unauthorised absences will be reported to Ealing Council and could result in a fine of up to £120 per child.</p> <p>Review date needs to be amended on Attendance Policy.</p>	<p>JR</p> <p>JR</p>
3d	<p>Draft Pay Policy</p> <p>The amended draft Pay Policy was circulated to Governors for review. Pay Policy approved by Governors.</p> <p>Proposed PS Seconded AM</p>	
4c	<p>Draft Teacher Appraisal Policy</p> <p>Draft Teacher Appraisal Policy was circulated to Governors for review. Teacher Appraisal Policy was approved by Governors.</p> <p>Proposed PS Seconded AM</p>	

4d	<p>Headteacher Report to Governors Spring 2022</p> <p>The Headteacher Report for Spring 2022 was circulated to Governors before the meeting for review. Headteacher asked if Governors had any questions. None received.</p> <p>Headteacher referred to the Ofsted feedback within the report which was very pleasing.</p>	
5.	<p>AOB</p> <p>The Headteacher said the Staff Wellbeing Committee would like to have a celebration – a pizza and prosecco evening and the committee have asked for funding.</p> <p>The Headteacher asked if a budget heading could be set up for staff wellbeing and said it would need to be clearly defined for items such as courses, book club, mindfulness training etc.</p> <p>Governors had a discussion about a budget heading for staff wellbeing.</p> <p>The Headteacher said he would ensure the funding does not break any rules.</p> <p>Governors agreed to a Staff Wellbeing budget of £500 per year.</p> <p>The Headteacher said alcohol will not be included in any wellbeing event.</p> <p>The Headteacher thanked Priya Sakorkar for her time as Parent Governor.</p>	
	The meeting finished at 8.20pm.	

AMantall

18/05/2022