



St. Joseph's Catholic Primary School

Tuesday 23 March 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), Patricia Rocha-Salume (PSalume)

OBSERVER: Kate Kenny

CLERK: Cath McNee

Item	Discussion	Action
1a	The Headteacher started the meeting with a prayer.	
1b	Apologies Louise Brooks – apologies received and accepted.	
1c	Chairs Action and Report The Chair informed Governors of recent events: <ul style="list-style-type: none">- School had to close for an afternoon due to a burst water main.- Admissions Committee took place.	
1d	Accuracy and matters arising from last minutes – 26 January 2021 Minutes were approved and agreed by Governors.	
1e	Matters arising from the minutes not on the agenda None.	
1f	Governor's Action Plan The Chair referred to the Governor's Action Plan and said: <ul style="list-style-type: none">- An established process for TLRs has been set up.- The new school website is now live.- Strengthening engagement with parents has taken place via the survey.- Admission numbers are looking good for the next academic year. Reception and Nursery offers have been sent out. Nursery numbers must be watched closely.	

	<p>The Chair suggested organising a meeting with the ‘working party group’ to review the Governor’s Action Plan.</p> <p>The Chair informed Governors new potential candidates for the role of Foundation Governor have been found and the application process has begun.</p> <p>The Chair informed Governors she will be retiring in October 2021 and more Foundation Governors are needed.</p> <p>Governor suggested reviewing the registration forms held by the parish of Our Lady and St. Joseph to seek out suitable candidates for Foundation Governors after Easter. Governors agreed.</p> <p>The Chair said people with financial, marketing and communication skills would be helpful.</p> <p>Governor suggested people from different ethnic backgrounds. The Chair agreed, a cross section of Governors is required to reflect the community.</p> <p>The Chair will look at organising a Governors Forum for next term.</p>	<p>MJ/JR</p> <p>FCB</p> <p>MJ</p>
1g	<p>Any urgent business pre-notified to Chair</p> <p>None.</p>	
1h	<p>Register of Interest’s</p> <p>None.</p>	
1i	<p>Declaration of Interest</p> <p>None.</p>	
1l	<p>AOB</p> <p>None.</p>	
2.	<p>Governors’ Purpose: vision, ethos and direction, educational performance, financial performance. Part One.</p>	
2a	<p>Headteacher Report to Governors about Spring 2021 – circulated to Governors before the meeting.</p> <p>Headteacher presented key points of the report. The headteacher asked if there were any questions, the following questions from Governors were noted:</p> <p><i>Governor asked if anything will be done differently in the classroom.</i> The Headteacher said no, we will be concentrating on getting back to how we were previously. The catch- up program will be in place, and we will continue to look out for mental health issues and friendship issues.</p>	

	<p><i>Governor asked if it's possible for parishioners to attend school masses via a video link, and would it be possible to share the link for parishioners to join the mass?</i> The Headteacher said due to safeguarding he would have to be very careful; the link could not be sent out as he would have no control who the link would be sent to.</p> <p><i>Governor asked if children were able to interact with each other during live Teams lessons?</i> The Headteacher said during lessons there was an opportunity for questions and answers at the end. It's much harder to have a discussion with the whole class. Wellness Wednesday worked well for children to have a chat with each other.</p> <p>Governor said the Wellness Wednesday was wonderful - children really looked forward to seeing their friends on screen and talking together.</p> <p>The Deputy Head informed Governors there have been very few behaviour incidents since returning to school.</p> <p><i>Governor asked if there have been any cases of children testing positive for Covid-19 since being back at school.</i> The Headteacher said the Violin teacher tested positive for Covid-19 and subsequently 15 children had to self-isolate.</p> <p><i>The Chair asked if there are any children that have not returned to school because parents are concerned about Covid-19.</i> The Headteacher said no.</p> <p><i>Governor asked about the number of children attending Nursery.</i> The Headteacher said 12/13 children attended during the beginning of lockdown when only critical worker and vulnerable children could attend, this doubled to 26 when nursery was open to all children. The school still received funding for all nursery children. Since school has opened fully all nursery children are back.</p> <p>The Chair thanked the leadership team and all staff for the work they have done this term. The Chair added it is very impressive staff have been able to start from zero to a full live streaming programme within 3 weeks.</p>	
2b	<p>Catch up Programme Report</p> <p>The Headteacher referred to the Catch-up programme report circulated to Governors before the meeting. Figures show how many children have had catch-up help last term.</p> <p><i>Governor asked what the £47k catch up money had been used for?</i> The Headteacher said not all the money has been used or received. The money comes in three tranches and the first tranche has been received.</p> <p>The Chair said the catch up is being delivered mainly by inhouse teachers who know the children and back filled by supply teachers and TA's. The headteacher agreed.</p>	

	<p>The Headteacher said he can engage a national tutoring programme if necessary.</p> <p>The Chair referred to the Catch-up programme document and said the number of children receiving phonics is significant in Reception and Year 1 and said parents were appreciative of the phonics online learning in the survey.</p> <p><i>The Chair asked if there is a similar analysis for the current term.</i> The Headteacher said no as we were in lockdown.</p> <p><i>The Chair asked if we would have a report to show how much children have caught up at the end of the summer term?</i> The Headteacher said it will be done via teacher assessment. It can be difficult to get exact figures.</p> <p><i>The Chair asked if there is a way of finding out if the catch-up scheme has benefited the children?</i> The headteacher said yes and would report back.</p>	JR
2c	<p>Parent Questionnaire Report on Remote Learning</p> <p>Parent Questionnaire report was circulated to Governors before the meeting. Governors and the Headteacher reviewed the questionnaire. The Headteacher said 22% of the parent body responded.</p> <p>The Chair said the survey was good. A number of children enjoyed the craft and art. It is good to see how much the parents appreciated the work the staff were doing.</p> <p>Governor said the parent comments are positive and fair, really encouraging. Very positive things have come out of the survey.</p> <p>The Headteacher said a good mix of responses from parents across all year groups were received, there are things we can work on and things we will do differently next time.</p> <p>The Headteacher said the results of the survey will be published in the newsletter for parents.</p> <p><i>Governor asked if teachers have seen the survey.</i> The Headteacher said no, the Senior Leadership Team have seen the survey, teachers will see the survey soon.</p> <p><i>Governor asked if teachers think the survey results correlate with their experience, for example, 17% of parents report stress and anxiety in their children, do teachers think that stress and anxiety is higher or lower in their classes.</i> The Headteacher said it would be good to find out and report back.</p>	JR
3. 3a	<p>Governors' purpose: visions, ethos and direction, education performance, financial performance – Part 2</p> <p>R&C Minutes of Meeting</p>	

	<p>The minutes of meeting were noted by Governors. No comments on the R&C minutes received. Minutes will be reviewed at the next R&C meeting.</p> <p>Governor asked about the possibility of the Governing Body giving a gift to staff and said it would be a nice gesture. Governors agreed. The Headteacher said he will organise the gift for the next staff inset.</p>	
3b	<p>S&O Minutes of Meeting</p> <p>The minutes of meeting were noted by Governors. No comments on the S&O minutes were received. Minutes will be reviewed at the next S&O Meeting.</p>	
3c	<p>Admissions Committee report</p> <p>The Headteacher referred to the Admissions Committee minutes of meeting.</p> <p>The Headteacher said the Admissions Committee met twice and ranked the 119 admission forms.</p> <p>The Chair said some parents might not take up places.</p> <p>The Headteacher said 85 families have put St. Joseph's as first choice. Ealing council will have more applicants.</p> <p>The Headteacher said he is fairly confident there will be 90 children for Reception.</p>	
3d	<p>Plans for Nursery 2020/21</p> <p>The Headteacher said 33 applications have been received for nursery, a huge reduction compared to previous years. Due to the reduction in applications 30-hour option has been offered to parents, it is what parents are looking for.</p> <p>The Headteacher said the split in applications is as follows: 15 families want 30 hours 11 want a morning place 7 want an afternoon place</p> <p>26 children in morning 22 children in the afternoon</p> <p>A total of 48 out of 52 places filled.</p> <p>The Headteacher said next year we will know only 33 children applying for Reception, compared to 52 last year. We will need to attract more children into Reception due to the reduced number of children that will be in Nursery.</p>	

	<p>Governor said nursery is more difficult for working parents because of the timings of nursery, school will naturally lose some parents due to families needing full time childcare.</p>	
4.	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part Three.</p>	
4a	<p>Budget formation and meeting Governor's priorities</p> <p>The Headteacher shared screen to show a spreadsheet. The Headteacher said the spreadsheet shows the fixed costs that school must pay year-in / year-out.</p> <p>The Headteacher said the total figure of fixed costs comes to £214,653.92 and this does not include staffing costs.</p> <p>The spreadsheet had a 3 year forecast, increasing by 5%. The Headteacher said there is nothing we can do about the fixed year-in year-out costs.</p> <p>The Headteacher said Governor priorities are: £30k for computing £5k for mental wellbeing</p> <p><i>The Chair referred to the Computing TLR and said there was a need for middle phase laptops, would £30k cover it?</i> The Headteacher said it will not cover it but will be a start.</p> <p><i>Governor queried where the £30k for computers was for, the understanding was it was for the middle phase.</i> Headteacher agreed and said the majority of money will be for year 2 and year 3 laptops. It costs between £750 and £1,000 per computer.</p> <p>The Headteacher said £30k will buy a laptop trolley for year 2 and laptop trolley for year three with 15 laptops in each trolley. Children will work in pairs. The Headteacher added staff can take 30 laptops and have a whole class session, planning and timetables will be required for this.</p> <p><i>The Chair said we need to think if we should put more resources into computing.</i> The Headteacher said when the Chair of R&C committee and the Ealing Bursar meet to go through the finances, we will find out how much money is left, we will be able to see if there is any money left to increase the £30k.</p> <p>The chair asked if the other phases have sufficient have laptops. The head said this is something we can build up.</p> <p>Governor said if there is any spare money then it can go to computing.</p> <p>The Headteacher informed Governors Learn Pads are being replaced, the new laptops will last 3 to 4 years. <i>Governor asked if we are looking to have a rolling plan to replace computers.</i> The headteacher said yes.</p>	

	<p>The Headteacher said it is better to buy computers incrementally and replace computers incrementally. This was discussed in the R&C meeting.</p> <p><i>Governor said in terms of how the school budget works it is not appropriate to buy 100 laptops in one go.</i></p> <p><i>Governor queried the number of insurance entries on the spreadsheet. The Headteacher said one is Ealing insurance and the other is Catholic insurance. The Headteacher will check for a possible duplication on the spreadsheet.</i></p>	JR
4b	<p>Toilet block</p> <p>The Headteacher said the builders have been doing a fantastic piece of work on the Reception toilet refurbishment. Tomorrow the floor goes down.</p> <p>The Headteacher said the build is going well, the only concern is that it might slip into a week of the Easter holiday, which is unfortunate – this is due to a 3/4 week lag for the cubicles.</p> <p><i>Governor asked if the delay is costing the school money? The Headteacher said no.</i></p> <p><i>Governor asked about £1,300 fee which there was a query on. The Headteacher said DHP informed him it is a 1% charge for Statlog fees which school was not informed about.</i></p> <p>Governor expressed thanks to the Headteacher for managing the works and disruption. The Headteacher said Mr O'Rourke and Mr Brophy also need thanks for their work on the build.</p>	
4c	<p>SFVS</p> <p>The Headteacher shared screen and presented the SFVS Skills matrix survey. Once all Governors have completed the SFVS skills matrix survey it will be sent to Ealing.</p>	
5.	<p>Foundation Governor vacancy</p> <p>The Chair informed Governors we have several vacancies for Foundation Governor and two potential candidates.</p> <p>The Chair asked Governors to think about succession management and would like Governors to consider the role of Chair of Governors for next September.</p>	
	<p>AOB</p> <p>Eco Worrier project</p> <p>The Chair updated Governors on the Eco Worrier project and said the school has been awarded a Bronze Award.</p>	

School is now working towards a silver award and has lots of plans to move forward with this. It is hoped that the Silver award will be awarded in May or June.

The Chair said the focus is on 3 topics:

- Healthy living
- School grounds
- Waste

The Chair said an Eco week is now planned for after Easter which will be integrated into the school curriculum.

Safer streets

The Headteacher said last year we were approached by Ealing asking if we wanted a safer street, we were asked during lockdown and did not need it at the time.

The Head said a few parents approached him at the beginning of the year about safety on the road outside school. Subsequently he has approached Safer Streets and expressed an interest.

The Headteacher said Safer Streets will put a barrier outside where our school gate is, it will be a safer environment for children and residents.

The Headteacher said if Governors are in favour then he will pursue it further. The Chair raised the safety of people manning the barrier as it could result in verbal abuse from parents who cannot drive down the road.

Governor said it is also about the environment and children's health and the fumes being generated from engines.

Governor said from a safety point of view it is a good thing, but it is a reality that some parents do drive and want to drive. If a parent must walk further will they consider another school, it needs consideration. Parents will need suggestions about where they can park if it goes ahead. Safety is paramount but some parents need to drive in.

The Head said previously when we had the walking bus parents parked in Lidl.

The Head said any injury to a child supersedes the need for parents to drive into school.

Governor asked if other schools have Safer Streets? The Headteacher said St. Marks and Holy Family.

The Headteacher said it will go through a consultation process with residents, if residents don't want it then it won't pass.

Governor said LTNs are very controversial at the moment, it could get caught up in the controversy with LTNs.

	<p>Governor asked if there could there be a review period and how long before we hear if it's going ahead. The Headteacher said 2 to 3 months.</p> <p>The Headteacher said parents have asked for it previously, but it is a Governor decision.</p> <p>The Headteacher said he has given an expression of interest to Safer Streets, if we don't agree with it as a governing body an email will be sent informing Safer Streets we do not want it. In order for the request to keep going Governors need to agree to the proposal.</p> <p>The Headteacher said the barrier will be staffed by volunteers from school.</p> <p>MJ proposed to proceed with Safer Streets HT seconded</p> <p>10 Governors voted in favour. Governors agreed to proceed with Safer Streets.</p> <p>Diocese headteachers conference</p> <p>The Headteacher said the Headteachers conference will be available to Governors. The Headteacher will forward an email link.</p> <p>The chair asked about training through ELP. The Headteacher said we have paid a flat fee so we can access the ELP training for free.</p>	JR
	Meeting finished at 9.20pm.	



Maggie Jones

Chair of Governors

4 May 2021