



St. Joseph's Catholic Primary School

Tuesday 28th September 2021

Minutes of Full Governors Meeting

PRESENT: Julian Rakowski, Headteacher (JR), Gerard McMahon (GM), Philip Stark, Chair of R&C Committee (PStark), Danita Rowlands (DR), Una Whybrew (UW), Louise Brooks Chair of S&O Committee (LB), Patricia Salume (PSalume), Fr. Cristiano Braz (FCB), Edyta Marciniuk (EM), Anita Marshall (AM), Hilary Turner (HT)

OBSERVER: Kate Kenny, Deputy Headteacher

CLERK: Cath McNee

Item	Discussion	Action
1a	Fr. Cristiano Braz started the meeting with a prayer.	
1b	Apologies Apologies were received and accepted from Maggie Jones and Priya Sakorkar	
1c	Chairs Action and Report None.	
1d	Election of Chair Anita Marshall was elected Chair of Governors by a unanimous vote.	
1e	Election of Vice Chair Philip Stark was elected Vice Chair of Governors by a unanimous vote	
1f	Accuracy and matters arising from last minutes – 13th July 2021 The Headteacher referred to point 1e of the minutes and said there was an error in the minutes. The correct wording should be 'A Governor said no more than 3 foundation governors can have children in the school'. The LA Governor referred to point 1e and informed Governors 2 parent Foundation Governors is the maximum number allowed. The Headteacher informed Governors a letter has been sent to parents of children with no more siblings in the school asking if they would be interested in becoming a Foundation Governor. Minutes were approved and agreed by the Chair.	

Handwritten signature and date: 10/12/2021

1g	Matters arising from the minutes not on the agenda None.	
1h	Refresh of TLR attached Governors The Headteacher said there is a vacancy for a Link Governor in Humanities. Edyta Marciniuk agreed to be the Link Governor for Humanities. Governor asked if there should be a Link Governor for Mental Health and Well-being for staff and children. Headteacher said yes. Hilary Turner agreed to be the Link Governor for Mental Health and Well-being.	
1i	Governor's Action Plan To be discussed at the next meeting.	
1j	Any urgent business pre-notified to Chair None.	
1k	Register of Interests The Clerk asked Governors to update their Register of Interests on GovernorHub.	
1l	Declaration of Interest None.	
1m	AOB None.	
2.	Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part One.	
2a	Return to school The Headteacher talked about the return to school and said: <ul style="list-style-type: none"> - Children are happy to be back in school and have settled well. - Reception children have been settled in over a 2-week period rather than 3 weeks, this gets the children learning more quickly. - 46 children from Nursery went into Reception. - Pupil numbers: currently have 587 pupils and 43 spaces, which is roughly 2 pupils down per class across the year. If that becomes 3 pupils down, then it becomes a strain on resources. <p><i>Governor said pupil numbers look ok in the younger year groups. Headteacher agreed.</i></p>	

AM

	<ul style="list-style-type: none"> - 33 pupils in Nursery made up of 14 30hr children, 9 in the morning session and 10 in the afternoon session. - Admin team have done a sterling job recruiting children. Some of the children are coming from local schools. - Ofsted are currently 3 or 4 terms behind schedule; we may be due an inspection from summer to next autumn/spring. - Staff are glad to be back, there were a few concerns. The Risk Assessment was validated by staff at the inset. - One staff member has left, and interviews have taken place but there was no successful candidate. A specialised temp will be put in place in the interim. - An SMSA will be recruited to cover nursery lunch. - TLR PE position has been given up by a staff member. - 2 staff with Covid - Curriculum pamphlets have been sent out to parents. - £6,060 premium recovery grant has been received and teachers have been working with phase leaders to organise interventions for children on pupil premium. <p><i>Governor asked if the children receiving interventions will be monitored and progress shown. The Headteacher said yes.</i></p> <ul style="list-style-type: none"> - Health and Safety - the one-way system has remained in the upper phase and in the stair well. Parents are picking up children in a different way. Fire drills will take place when site staff return from holiday. 	
2b	<p>Pupil/Staff well-being</p> <p>The Headteacher said 10 well-being assemblies are being delivered by staff to children with a review session following the assembly. Topics run over 2 weeks.</p> <p>The Headteacher for staff well-being we are accommodating and happy to discuss issues with staff. Staff can leave school from 4pm onwards.</p> <p><i>Governor asked about an additional admin person. The Headteacher said a staff member has been recruited to relieve pressure in the office.</i></p>	
3	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2	
3a	<p>Keeping Children Safe in Education (KCSiE 2021)</p> <p>Governors were asked to read Keeping Children Safe in Education and update GovernorHub.</p>	All
3b	Re-adoption of CES (Catholic Education Service) policies for employment: Capability, Sickness, Disciplinary and Grievance	

	<p><i>Governor referred to the Capability Policy and asked about School Business Manager (pg 5, section 3). Headteacher agreed to delete School Business Manager.</i></p> <p>Governor asked if the policies have been used in the past. Headteacher said the Sickness and Absence policy has been used.</p> <p><i>Governor asked what happens if there is no employed staff rep to take time off to accompany a staff member. Headteacher said letters state they can choose a union rep or someone else of their choosing. Governor asked if there would be no issue releasing the union rep. Headteacher agreed.</i></p> <p>All CES policies were agreed by Governors. PS proposed AM seconded</p>	JR
4.	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 3	
4a	<p>Approval of school journey 2022</p> <p>Governors approved the 2022 school journey. PS proposed HT seconded</p> <p><i>Governor asked how much the trip cost. £390 including £10 pocket money. Governor said the staged payment worked well.</i></p> <p>Headteacher said parents can approach him if they are struggling to pay for the school trip, a former Governor donates 1 place, the Hobbayne Trust can help but the family have to live within the W7 postcode.</p> <p><i>Governor asked if children with additional needs can go. Headteacher said yes, all children can go including children with special needs.</i></p>	
4b	<p>Confirmation of updated Admissions Policy 2022/2023</p> <p>Admissions Policy 2022/2023 was adopted by Governors.</p> <p>AM proposed PS seconded</p> <p>The Headteacher confirmed the policy has been checked by the Diocese.</p> <p>Governor asked about 'looked after children' in the Safeguarding Policy and said there should be a lead or named member of staff within the policy. Headteacher will report back.</p>	JR
4c	<p>Uniform</p> <p>Headteacher said girls are wearing yellow polo shirts, but it is not part of the uniform list for girls.</p>	

	<p>Governors approved the use of yellow polo shirts for girls.</p> <p><i>Governor queried brown trousers for girls and asked about grey trousers for girls.</i> The Deputy Head said the reason girls wear brown trousers is because girls wear brown skirts, shorts and pinafores. Governors need to ensure the prices of brown uniform are not too expensive and sizes are available. The Headteacher confirmed girls should be wearing brown trousers.</p> <p>The Headteacher said any change to the girls' trousers would take a long time because both uniform shops would need time to get rid of their stock.</p> <p>Headteacher said when parents replace uniform, they should buy the new logo.</p> <p><i>Governor said it is important to have a clear uniform policy.</i></p>	
5.	<p>AOB</p> <p>Queen's Jubilee bank holiday</p> <p>The Headteacher informed Governors that due to the Queens Jubilee bank holiday falling in half term staff have been given an extra day's holiday. The Headteacher and Governors discussed potential dates for the extra days holiday.</p> <p>Governors agreed that the Headteacher and Staff should set the date for the extra days holiday.</p> <p>Teaching and Learning Responsibility (TLR) roles – CONFIDENTIAL</p> <p>Continued on separate page.</p>	
	<p>Dates</p> <p>Chair of S&O will not be able to attend the 12th July 2022 meetings.</p>	
	<p>Safer streets</p> <p>The Headteacher said 3 volunteers have stepped forward to help with the Safer Street initiative.</p>	
	<p>Meeting ended at 9.15pm.</p>	