



St. Joseph's Catholic Primary School

6th July 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), Edyta Marciniuk (EM), Sharon McHugh (SMH), Bittoy George (BG), Danita Rowlands (DR), Gerard McMahon (GM), Hilary Turner (HT)

OBSERVER: Kate Kenny, Deputy Headteacher

CLERK: Cath McNee

| Item | Discussion | Action |
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| 1a | Meeting started with a prayer. | |
| 1b | Apologies Fr. Cristiano Braz - apologies received and accepted. Claire O'Neill (CON) - absent | |
| 1c | Accuracy and matters arising from the last minutes – 9th May 2023 and 18th May 2023 The Headteacher referred to 9 th May 2023 minutes of meeting and referred to point 2b Academies Update, paragraph 3, the wording should read: The Headteacher said the Diocese is concerned if a 'school is inadequate'.... not 'requires improvement'. Governors approved the 9 th May 2023 and 18 th May 2023 minutes of meeting and were signed by the Chair of Governors. | |
| 1d | Matters arising from the minutes not on the agenda None. | |
| 1e | Governor's Action Plan The Chair of Governors reported a Parent Governor Election has taken place and two parent governors have been elected. The Chair congratulated the PTA on a successful fete and thanked parents, staff and Governors who helped. The Chair thanked staff for all their hard work this academic year and gave best wishes to the staff moving on. | |

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| 1f | Any urgent business pre-notified to the Chair None. | |
| 1g | Register of Interest The Clerk asked Governors to update the Register of Interest. | All |
| 1h | Declaration of Interest None | |
| 1i | AOB DHP tender report. Discussed at the end of the meeting. | |
| 2 | Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1 | |
| 2a | Resources and Compliance – to agree minutes and challenge Governors reviewed the Resources and Compliance minutes of meeting from 22 nd June 2023 meeting. No comments received. | |
| 2b | Standards and Outcomes report Headteacher and Governors reviewed the Standards Outcomes report that was presented to the Standards and Outcomes committee. Governor asked about Year 2 phonics and asked out of the 62% who passed how many of the children are summer born? Headteacher will report back. Governor asked if there could be timetables workshops for parents. Headteacher said Timetables Rock Stars will be introduced next year and it can be used at home so parents can be involved. Governor asked if children do timetables practice tests. The Headteacher said children have worked on their timetables, but the results are not showing. Children are tested on computers and given 6 seconds to answer. Governor commented that children who are not literate with a keyboard could affect results in the multiplication test. Headteacher agreed. | JR |
| 2c | Review SEND Report Annual SEND Report was circulated to Governors before the meeting. Governors reviewed the SEND report. Governors thanked the SENCO for the report and all the hard work she has done for the children. | |

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| 2d | <p>TLR link Governor Reports and updates</p> <p>The Chair of Governors said the newly appointed Governors will be allocated TLR roles in September.</p> <p>Headteacher said Science and DT TLR report has been completed and uploaded onto GovernorHub.</p> | |
| 3 | <p>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</p> | |
| 3a | <p>Headteacher Report to Governors Summer 2023</p> <p>The Headteacher Report was circulated to Governors before the meeting for review.</p> <p>The Headteacher said the report format has been inherited and suggested updating the format of the report. The new format will be results led and include what will be done to improve results.</p> <p>Governor requested a section on attendance. Headteacher agreed.</p> <p>Governors agreed to update the format of the Headteachers Report.</p> <p>Governor suggested the report to be in bullet point format and to review the format of the report going forward.</p> | |
| 3b | <p>Headteacher Appraisal update</p> <p>Chair of Governors reported the appraisal meeting has taken place and awaiting report from the meeting.</p> | |
| 3c | <p>Academisation</p> <p>The Headteacher said following on from the academisation meeting the following paperwork has been received for Governor reference and information:</p> <ul style="list-style-type: none"> - Example set of minutes of meeting to show how converting to an academy must be minuted - Due diligence stage one request for information document - Application process paperwork document - Example letters to inform parents. - Recovery Plan submission <p>The Headteacher said each school within an academy should be financially secure, the Diocese are aware that some schools are not secure. We will need to have a 3-year budget in terms of recovery, the Diocese will help with this.</p> <p>Governor said its very important that the Governing body must be persuaded to the merits of academisation for our individual school. There is an element of direction of travel and a big element of if everyone else does it then we will.</p> | |

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| | <p>The Headteacher informed Governors the Governing Body need to decide if they want to proceed with academisation, the first step is to complete due diligence.</p> <p>Governors discussed academisation.</p> <p>Governor suggested speaking to other schools that have already academised to find out their experience. Headteacher said St. George's school academised and it was a lot of work, the school hasn't changed much but there are small changes overtime.</p> <p>Governor asked if being part of an academy would benefit staff? The Headteacher said his understanding is it would be like ELP (Ealing Learning Partnership). There would be an Executive Head across the whole academy and a Chief Finance Office and Head of Human Resources</p> <p>The Headteacher said the Governing Body can say no to academisation and do nothing or start the due diligence. Starting due diligence does not commit us to academisation, we might find we aren't financially viable in 3 years and then academisation is not viable.</p> <p>Governor asked in what timescale, if at all, will the Governing Body be asked to sign a resolution and on what basis do the Governing Body take the decision? The Headteacher said he will find out the process for moving forward with academisation and report back.</p> <p>Governor said its important the Governing Body is presented with the pros and cons from the Diocese.</p> <p>Governor asked at what stage are parents involved. The Headteacher said parents would be informed after the due diligence.</p> <p>The Headteacher asked Governors to start thinking about the due diligence for academisation.</p> <p>The Headteacher said there will be no forced academisation but a concern is that we are left out.</p> <p>Governor said there are lots of questions to be asked and the reason behind academisation is flawed.</p> <p>Governor said a concern would be what is coming from above. The Headteacher and Senior Leadership Team are the driving force at school, what will happen if there is an Executive Headteacher.</p> <p>Governors requested the Headteacher to provide pros and cons for academisation at the next meeting. The Headteacher agreed.</p> <p>Headteacher agreed to find out the exact process for academisation report back in September.</p> <p>Governors agreed.</p> | |
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| 3d | Business Continuity Plan Draft Business Continuity Plan was circulated to Governors before the meeting for review. Governors approved the Business Continuity Plan. Staffing to be updated. PS proposed. HT approved. | JR |
| 3e | Reducing PAN (Pupil Admission Number) The Headteacher reported following a meeting with Ealing from 2024 there begins to be a drop off in pupil numbers. The Headteacher informed Governors school has struggled with pupil numbers for a while. The current Reception year is 51% Catholic and the new reception intake is similar. Catholicity will begin to reduce. For September 2024, reducing PAN is an 18 month process and we would have to go out to consultation. Ealing will support reducing PAN. Chair of Governors said looking at the numbers it is unlikely there is going to be a surge in birth rate. Headteacher said there could possibly be an increase in the birth rate in 2027, a bulge year could be added if necessary. The Headteacher asked if Governors want to wait and see what happens with numbers or start to talk to Ealing now with a view to reducing PAN. Governors agreed for the Headteacher to proceed with Ealing on reducing PAN. | |
| 4 | AOB – DHP Tender Report The Headteacher circulated a tender report from DHP for the Nursery Roof. The Headteacher said DHP have recommended Woodland Commercial at £186,072.66 and school must pay 10% - £18,607.00 Heating £25,157.00 The Headteacher confirmed the money is in the Catholic Fund. Governors agreed and approved. | |
| | The meeting finished at 9.25pm. | |

AM Gordon
Co Chair.

12/10/2023.



