



# St. Joseph's Catholic Primary School

7 December 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), Louise Brooks, Chair of S&O Committee, Patricia Salume (PS), Hilary Turner (HT), Edyta Marciniuk (EM), Sharon McHugh (SM), Claire O'Neill (CON), Bittoy George (BG).

**CLERK:** Cath McNee

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	<b>Apologies</b>  Una Whybrew – apologies received and accepted. Danita Rowlands – apologies received and accepted. Gerard McMahon – apologies received and accepted. Fr Cristiano Braz - absent	
1c	<b>Chair's Action and report</b>  The Chair of Governors introduced Bittoy George, new Parent Governor to the Governing Body.  The Chair acknowledged it is a busy time in school and thanked pupils and parents for their support and thanked the staff for their hard work.  The Chair attended a Chairs and Vice Chairs Network Briefing two weeks ago and gave a summary of the briefing.  The Chair asked Governors to review Spring training courses on GovernorHub and book online. The Headteacher informed Governors Ealing training is free as school is part of Ealing Learning Partnership.	
1d	<b>Accuracy and matters arising from the last minutes – 27 September 2022</b>  The minutes of meeting from 27 <sup>th</sup> September 2022 were approved by Governors and signed by the Chair.	
1e	<b>Matters arising from the minutes not on the agenda</b>  None.	



	<p>Governors agreed and adopted the Resources and Compliance Terms of Reference.</p> <p>PS Proposed HT Seconded</p>	
2b	<p><b>Resources and Compliance minutes of meeting – receive, review and challenge</b></p> <p>Governors received and reviewed the Resources and Compliance minutes of meeting from 12<sup>th</sup> October 2022.</p> <p>The Headteacher referred to Point 2a in the minutes and said redundancy money comes from Ealing.</p> <p>The Headteacher referred to Point 3b in the minutes and confirmed he has spoken to children in assemblies about not leaving school premises without a parent or adult.</p> <p>Headteacher confirmed the incident of a child leaving school premises without an adult has been recorded in My Concern.</p>	
2c	<p><b>Committee Business – Standards and Outcomes Terms of Reference</b></p> <p>Standards and Outcomes Terms of Reference were approved and adopted by Governors and signed by the Chair of Governors.</p>	
2d	<p><b>Standards and Outcomes minutes of meeting – receive, review and challenge</b></p> <p>Governors received and reviewed the Standards and Outcomes minutes of meeting from 18<sup>th</sup> October 2022.</p>	
3	<p><b>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</b></p>	
3a	<p><b>Update on Financial Audit</b></p> <p>The Headteacher reported a financial audit took place in school on Tuesday 6<sup>th</sup> December. The Audit was completed remotely, documents were scanned and uploaded in advance to the auditor.</p> <p>The Headteacher said the audit found everything is in order and there are no concerns with the way we budget set. The final report is expected before Christmas and there will be opportunity to respond.</p> <p>The Headteacher said the following points were raised by the Auditor:</p> <ul style="list-style-type: none"> <li>- We need to ensure Deputy Head and Admin staff have Declarations of Interest up to date.</li> <li>- The problem with the PTA card machine at the summer fete will be investigated further.</li> <li>- Changes to the Resources and Compliance Terms of Reference; details will be in the Auditors final report.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Auditor has requested 2 signatories on everything, procedures for reconciliation are fine.</li> <li>- Financial Management Systems need to be dated and signed.</li> <li>- We need to have a business continuity plan.</li> <li>- Auditor will check PTA funds in the Private Fund and let us know if anything needs to be changed.</li> </ul> <p>The Headteacher thanked the Finance Administrator for all the hard work in preparing for the audit.</p> <p>Governor asked about internet banking, the Headteacher said some schools do have internet banking and we are in the process to trying to get an internet bank account but it is proving difficult.</p> <p>Governor asked how we pay for staff training. The Headteacher said currently payment is made via BACS or the school credit card.</p>	
3b	<p><b>Review Autumn 2022 Headteachers Report</b></p> <p>The Headteacher's Autumn 2022 Report was circulated to Governors before the meeting.</p> <p>The Headteacher informed Governors the new RE advisor visited school recently and gave some good advice, it was a helpful visit.</p> <p>The Headteacher asked if Governors had any questions relating to the Headteachers Autumn Report.</p> <p>Governor commented on the book trawl and said it was good to see the positive SEND comments.</p> <p>Governor referred to the book trawl and asked if the 'Even better if' comments are followed up on to ensure they have been taken on board. The Headteacher confirmed the comments are revisited and checked.</p> <p>Governor referred to the Summary Evaluation 'Areas for Development/ next steps' and said some of the points are statements rather than actions and suggested another column should be added to the table to show next steps and dates. The Headteacher agreed.</p> <p>Governor asked what is being done about overweight children? The Headteacher said children do the daily mile, PE, taught healthy eating habits, PSHE topics etc.</p> <p>Governor asked if many children are coming into school hungry. The Headteacher said we have a few children who if they come into school hungry we can provide food for them.</p>	JR
3c	<p><b>Lengthening of school day</b></p> <p>Governors referred to Lengthening of the School Day document circulated to Governors before the meeting.</p>	

	<p>The Headteacher explained all state funded mainstream schools have to deliver 32.5 hours' hour per week by September 2023. Currently Lower Phase have 30 hrs 25 minutes and Upper and Middle Phase have 31 hrs and 15 minutes, therefore we need to increase the length of the school day.</p> <p>The Headteacher and Governors discussed the options and whether there should be a 5-minute difference between Lower Phase and Middle/Upper Phase to allow parents time to travel between both buildings.</p> <p>8.40am registration, 3.10pm finish 8.45am registration, 3.15pm finish 8.50am registration, 3.20pm finish</p> <p>Governors agreed unanimously the new school day - 8.45am registration, 3.15pm finish. Commencing in September 2023.</p> <p>The Headteacher confirmed gates will open at 8.35am for soft start.</p> <p>The Headteacher said the new times will have an impact on the budget as LSA's will need to be paid for the extra hour.</p>	
3d	<p><b>Governor Code of Conduct</b></p> <p>Governors reviewed the Code of Conduct. Dates to be amended.</p> <p>The Code of Conduct was agreed and adopted.</p> <p>PS proposed HT seconded</p>	Clerk
4.  4a	<p><b>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 3</b></p> <p><b>Uniform</b></p> <p>The Headteacher said the Government want to reduce the cost of uniform for parents. Currently parents have to buy a jumper/cardigan, polo shirt, tie and tracksuit with the logo on.</p> <p>The Headteacher said an easier and cheaper option for parents would be for girls to have a grey skirt, skort or trousers that can be bought anywhere.</p> <p>Governors had a discussion about grey uniform for girls.</p> <p>Governor said aesthetically the brown looks lovely, it's traditional and brown singles out St. Joseph's from other schools. Grey may be cheaper but it would be worth keeping the brown.</p> <p>Governor said grey is easier for parents to purchase. The Headteacher said he would like to ensure the same grey if possible.</p> <p>The Headteacher said PGM and Juniper need at least a year's notice to sell stock and phase out the old uniform.</p>	

	<p>After a discussion Governors agreed the following uniform options:</p> <p><b>Nursery</b>  Grey logo sweatshirt / plain grey jogging bottoms  Summer – plain black shorts and plain white polo top – no logo</p> <p><b>Reception to Year 6</b>  Boys - uniform remains the same  Girls – grey skort / grey trousers / grey skirt (instead of brown). No pinafore.  Summer – yellow and white summer dress or logo polo shirt with grey skort / grey trousers or grey skirt  Girls – grey tights (no brown tights) or white socks</p> <p>Boys/Girls PE kit:  Black shorts and yellow t-shirt  Grey logo sweatshirt / plain grey jogging bottoms  Black plimsolls</p> <p>Black school shoes.</p> <p>Headteacher said the uniform change will be announced in the newsletter and parents can purchase the new uniform once the announcement has been made. The new uniform will be compulsory from September 2024.</p> <p>The Headteacher said Juniper would like exclusive rights to our uniform.</p> <p>Governor said we should ask Juniper what they can provide for exclusivity, such as free uniform for struggling families etc.</p> <p>Governors were in agreement to give Juniper exclusivity if they can provide a something in return.</p>	
4b	<p><b>Consider and approve term dates for 2023/24</b></p> <p>Governors reviewed the term dates.</p> <p>Governors approved the 2023/24 term dates.</p>	
4c	<p><b>Review of Policies</b></p> <p>Safeguarding Policy, Behaviour Policy and diocese of Westminster Health, safety and wellbeing policy for planned and maintenance works were circulated to Governors for review before the meeting.</p> <p>Governors reviewed and adopted the policies.</p>	
4d	<p><b>TLR Update</b></p> <p>TLR update postponed to the next full GB meeting.</p> <p>Governor suggested Link Governors give an overview of the report. Headteacher agreed.</p>	

4e.	<b>Health and Safety Update</b>  Healthy and Safety report circulated to Governors before the meeting for review.  Headteacher and Governors reviewed the report.	
5	<b>AOB</b>  Headteacher informed Governors about an accident that took place on school premises involving a pupil that resulted in a head injury.  The Headteacher said the child was seen by welfare and parents were informed immediately. A meeting was held in school with the parents.  The Headteacher said the accident has been reported to Ealing and statements have been taken from staff.  Governor asked if anything could have been done differently. The Headteacher said each activity needs to be Risk Assessed and staff training will take place to ensure staff are aware of what can happen.  Governor asked about Strep A, the Headteacher said letters and information about Strep A have been sent to parents.  Governor asked if school would accept the donation of a digital piano? Headteacher said it would depend on the condition of the piano.	
	The meeting ended at 9.30pm	

*Amended* - 17/01/2023 .

