



St. Joseph's Catholic Primary School

14th May 2024

Minutes of Full Governors Meeting

PRESENT: Julian Rakowski, Headteacher (JR), Anita Marshall, Co-Chair of Governors (AM), Hilary Turner, Co-Chair of Governors (HT), Philip Stark, Chair of R&C Committee (PStark), Jemimah Jamiru, Chair of S&O Committee (JJ), Bittoy George (BG), Sandra Stokes, (SS), Danita Rowlands (DR), Edyta Marciniuk (EM).

CLERK: Cath McNee

OBSERVER: Kate Kenny

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies Fr. Cristiano Braz – apologies received and accepted. Claire O'Neill – apologies received and accepted. Gerard McMahon – apologies received and accepted. Sharon McHugh - absent	
1c	Chair's Action and Report Co-chairs gave a brief update on items raised at the Chair's Briefing: <ul style="list-style-type: none">- Admissions arrangements for 2026-27 need to be considered.- Headteachers wellbeing and workloads were discussed and whether Governing bodies could be do more to support SLT.- The possibility of producing a Governing Body end of year report to include items such as attendance and future plans was discussed.- Diocese are not continuing with the 10/10 RSE programme.- Leadership and Governance awards was discussed. The Headteacher informed Governors if we become an academy, the academy group will have their own admissions criteria. The Headteacher said he will confirm if 10/10 is being discontinued. The Co-Chair informed Governors the Summer Fete is on the 29 th June and would like Governors to volunteer and help on the day. Co-Chair reminded Governor's to send in their profile paragraph and photo for the newsletter.	JR All

	Co-Chair reported the Deputy Head interviews were held.																									
1d	<p>Accuracy and matters arising from the minutes not on the agenda – 19th March 2024</p> <p>The Headteacher referred to point 3f and gave a brief update on attendance figures. Persistent absence and attendance have improved since last year.</p> <table border="1"> <thead> <tr> <th>Year</th><th>% Attendance</th><th>% Persistent Absences</th></tr> </thead> <tbody> <tr> <td>2017-2018</td><td>96.2</td><td>6.4</td></tr> <tr> <td>2018-2019</td><td>96.3</td><td>6.1</td></tr> <tr> <td>2019-2020</td><td>96.3</td><td>7.8</td></tr> <tr> <td>2020-2021</td><td>96.9</td><td>9</td></tr> <tr> <td>2021-2022</td><td>95.1</td><td>14.4</td></tr> <tr> <td>2022-2023</td><td>93.7</td><td>17.9</td></tr> <tr> <td>2023-2024</td><td>94.6*</td><td>14.3*</td></tr> </tbody> </table> <p>*Up to 14th May 2024</p> <p>Governor asked for attendance to be discussed at the September GB meeting. Headteacher agreed.</p>	Year	% Attendance	% Persistent Absences	2017-2018	96.2	6.4	2018-2019	96.3	6.1	2019-2020	96.3	7.8	2020-2021	96.9	9	2021-2022	95.1	14.4	2022-2023	93.7	17.9	2023-2024	94.6*	14.3*	JR
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1e	<p>Matters arising from the minutes not on the agenda</p> <p>None.</p>																									
1f	<p>Governor's Action Plan</p> <p>GM was reappointed as LA Governor.</p>																									
1g	<p>Any urgent business pre-notified to the Chair</p> <p>None.</p>																									
1h	<p>Register of Interest</p> <p>The Clerk asked Governors to update their Register of Interest on GovernorHub.</p>																									
1i	<p>Declaration of Interest</p> <p>Nothing to declare.</p>																									
1j	<p>AOB</p> <p>The Headteacher reported Governors ratified the decision to appoint the new Deputy Headteacher on the 7th May 2024 in an online meeting.</p>																									



2	Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1	
2a	<p>PE Subject Leader presentation</p> <p>PE Lead presented a PowerPoint presentation to Governors on the PE curriculum. The presentation has been uploaded onto GovernorHub to view.</p> <p>Governor asked how SEN children are included in PE. The PE Lead said both the indoor and outdoor PE schemes have options to differentiate lessons. Some of the SEN children have 1:1 support which helps. All children take part.</p> <p>The Deputy Head informed Governors Willow Tree run events for SEN children like bowling which they really enjoy.</p> <p>The PE Lead informed Governors that Willow Tree have staff that come into school to support and help staff who may not be confident with PE lessons.</p> <p>The Headteacher informed Governors the Sports Apprentice has left and moved onto another position.</p> <p>The Chair thanked the PE lead for the informative presentation.</p>	
2b	<p>Staffing for 2024 – 2025</p> <p>The Headteacher reported on staffing:</p> <p>The Headteacher updated Governors on staffing:</p>	
2c	<p>Academies update</p> <p>The Headteacher reported the Academy Project Board have approved the due diligence and financial recovery plan and a</p>	



	<p>Diocesan conditional consent letter to convert to an academy will be issued.</p> <p>The Headteacher said next steps will be to consult with staff and parents. Staff are seeking guarantees from the Diocese regarding terms and conditions. The NEU are balloting staff for strike action.</p> <p>Governor asked if becoming an academy is our choice? The Headteacher said all Catholic schools need to be part of an academy by 2030.</p> <p>Governor asked when will the consultation for parents take place. Headteacher said consultation for parents and staff will take place in the summer term.</p> <p>Governor asked when would the Governing Body make the decision to academise? Headteacher said it may be possible to decide in September.</p> <p>Governor asked about the consultation letter that will be sent to parents. The Headteacher said there are stock letters that are available to use.</p> <p>Governor asked about the consultation process said it feels like the decision to academise has already been made. Headteacher said the consultation will ask for feedback from parents and staff.</p> <p>Governor asked where the information that staff Terms and Conditions are not going to change came from? The Headteacher said it is in the Articles of Association that staff Terms and Conditions will remain the same.</p> <p>Governor asked if it is possible to see the Articles of Association. Headteacher said he didn't have a copy but will try and obtain a copy for Governors.</p> <p>Governor said in TUPE staff Terms and Conditions are carried over in law but any new employees could have different terms and conditions.</p>	
3	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 3	
3a	<p>To enquire into, and approve budget for 2024/25</p> <p>The Headteacher referred to the Budget Formation 2024-2025 document.</p> <p>The Headteacher reported the budget allocation for 2024/25 is £3,665,774, an increase of £217,021 compared to last year. The closing surplus is £226,786. The reasons for the large surplus are savings in utilities, increased SEN funding, reduction in Deputy Headteacher hours, less agency staff used for cover and not having to pay the apprenticeship levy.</p> <p>Nursery has 40 confirmed pupils; 11 children for 30 hours and 15 each for the am and pm sessions.</p>	

	<p>The Headteacher reported on pupil numbers for September and said a soft cap of 60 has been introduced for September 2024 due to low pupil numbers. There are 39 pupil vacancies across the school resulting in £160,000 less funding.</p> <p>Ealing Learning Partnership buy in and buy back of services costs £58,822.92.</p> <p>Extra money for Speech and Language and Educational Psychologist support is required due to the significant need within school.</p> <p>The 3-year forecast looks positive.</p> <p>Governor asked about ICT learning support and the increase costs. The Headteacher said we need to refurbish the laptops and will also need to adopt the latest Microsoft upgrade. The school server may also need to be expanded.</p> <p>Governor asked if teachers' salaries include pay increases and have they been offset by losing a teacher. Head teacher said yes.</p> <p>Governor asked what happens to the surplus. The Headteacher said we are allowed to have a surplus of about 9% and can save for a large project if need be.</p> <p>The Headteacher said it's a Governor decision on how the surplus is spent but we will have less pupils next year and this means less income. Headteacher reminded Governors for the past 4/5 years we have lost £160,000 income each year due to pupil numbers. Fire precaution works in the infants may need to be completed; this would cost £250,000 and we would have to pay 10%.</p> <p>The Headteacher confirmed the 2026-2027 budget stays with the school if we become an academy.</p> <p>Governors agreed and approved the 2024/25 budget.</p>	
3b	<p>Free School Meals (FSM) data</p> <p>The Headteacher circulated FSM data.</p> <p>Governors reviewed the data on FSM children in reading, writing and maths.</p> <p>Governor asked what is going to happen to improve the results. Headteacher said children will be monitored and looked after to improve results.</p> <p>Governor asked what is in place now to assist children in Early Years. The Headteacher said the class teacher or Early Years Practitioner will be doing more reading with the children.</p> <p>Governor asked to review the data in September. Headteacher agreed.</p>	JR



3c	H&S Update The Headteacher reported on new play equipment in the infants playground and said one of the posts was installed too close to another post and although there is only a slight risk, the company is returning in the summer to move the post, to reduce the risk further. Headteacher wants the company to resurface the whole area rather than patch up when the post is moved. Health and Safety Inspection Report is available on GovernorHub to view. The Headteacher said the outside area next to the Year 1 classrooms will be an area of focus as the area needs attention.	
3d	Safeguarding The Safeguarding Governor said going forward he will be reporting on Safeguarding data.	PS
4.	AOB Co-Chair asked Governors to book their Link Governor - Subject Lead meetings.	All
	The meeting finished at 9pm.	

Amended 12/07/2024