



# St. Joseph's Catholic Primary School

1<sup>st</sup> October 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), Claire O'Neill (CON), Sharon McHugh (SM), Fr. Cristiano Braz (FCB)

**CLERK:** Cath McNee

**OBSERVER:** Jamie Doak

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	<b>Apologies</b>  GM – Apologies received and accepted.	
1c	<b>Chair's Action and Report</b>  The Deputy Headteacher was welcomed to the meeting by the Co-Chair.  The Co-Chair attended a Chair's Governor Briefing and gave a brief update.  The Co-Chair asked Governors to consider changing committee to broaden their experience.  The Co-Chair reported Parents Evenings are scheduled for 8th and 17th October and invited Governors to attend, highlighting that it's a good opportunity to meet and talk to parents, which was well received last year.  Co-Chairs met with the Headteacher and toured the school from Nursery to Year 6. Observations were that the children were very well settled and behaviour was exemplary and the atmosphere in school was calm with high levels of engagement.  The Co-Chair reported the Headteacher's appraisal was completed in July. Governors had a brief discussion and approved the pay award of a one increment rise on the leadership pay scale.	SS, JJ

	A Governor asked how Juniper, the uniform supplier, won the tender for St. Joseph's given that their jumpers are more expensive than those from PMG. Co-Chair explained that this topic had been discussed at length previously, PMG had issues with supply and quality.	
1d	<b>Election of Chair</b>  Anita Marshall and Hillary Turner were re-elected unanimously as Co-Chairs to the Governing Body.	
1e	<b>Election of Vice Chair</b>  Philip Stark was re-elected unanimously as Vice Chair to the Governing Body.	
1f	<b>Accuracy and matters arising from the minutes not on the agenda – 9<sup>th</sup> July 2024</b>  Governor asked for clarification on point 1d in 9 <sup>th</sup> July minutes of meeting regarding the TenTen RHE programme being discontinued. The Headteacher said Ten Ten are continuing with RHE and this was an error in the minutes. They have discontinued their RE curriculum resource.  Governor referred to point 2b in the 9 <sup>th</sup> July minutes and requested the SATs results. The Headteacher agreed to email the SATs results to Governors.  9 <sup>th</sup> July 2024 minutes of meeting were agreed and signed by the Co-Chair.	JR
1g	<b>Matters arising from the minutes not on the agenda</b>  None.	
1h	<b>Refresh of Subject attached Governors</b>  Spanish Link Governor will meet with the Headteacher. Meeting to be arranged.  Governors reconfirmed their Link Governor Roles.  The Co-Chair asked Link Governors to continue with their subject meetings and to write up reports following the meeting; before Christmas if possible.	SS
1i	<b>Governor's Action Plan</b>  Governor's Action Plan meeting to be held on Tuesday 19 <sup>th</sup> November at 6pm. All Governors welcome to attend.	All Governors
1j	<b>Any urgent business pre-notified to the Chair</b>  None.	

1l	<b>Declaration of Interest</b>  Nothing to declare.	
1m	<b>Code of Conduct</b>  Governors reviewed and adopted the 2024 Code of Conduct.	
1n	<b>AOB</b>  None.	
2	<b>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1</b>	
2a	<b>Return to school update – PAN, staffing, pupil numbers, H&amp;S</b>  The Headteacher reported to Governors: <ul style="list-style-type: none"> <li>- The children have settled well this term.</li> <li>- Deputy Headteacher has started.</li> <li>- Class teacher has returned from a one-year sabbatical.</li> <li>- Early Career Teachers (ECTs) are now in their second year, with the Deputy Headteacher serving as their mentor.</li> <li>- ECT observations went well, with one more observation to complete.</li> <li>- A supply teacher has been recruited for Year 2, supported by an experienced teacher in the same year.</li> <li>- Recruitment is underway for two SMSAs (School Meals Supervisory Assistants).</li> <li>- The DT Lead post will be advertised soon.</li> <li>- The Administrator/Finance post is being advertised.</li> <li>- 51 places vacant which results in a £200k shortfall for next year. There is money in the surplus, efforts must be made to mitigate the loss as much as possible.</li> <li>- The Nursery has 30 children enrolled.</li> <li>- Heating may have to be turned on before the half term. The Nursery is cold, and small children are vulnerable to the cold.</li> <li>- A fire drill will be carried out next week.</li> </ul> <p>Governor inquired about the Year 6 PGL trip. The Deputy Headteacher said overall it was a very good trip, the children were great and there were no behavioural issues.</p> <p>The Headteacher said it would be good to recognise the staff who give up their time to accompany children on the trip. Co-chair thanked staff and acknowledged the trip couldn't take place without staff giving up their time.</p> <p>A Governor inquired about children with additional needs, the Headteacher responded that there are 23 children with an EHCP.</p>	
2b	<b>Attendance Update</b>  Headteacher updated Governors on attendance percentages. Overall school attendance is 94% with 1% unauthorised absences.	

2	<b>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</b>	
2a	<p><b>Keeping Children Safe in Education (KCSiE 2024)</b></p> <p>Governors to confirm on GovernorHub they have read Part 1 and Annex F in Keeping Children Safe in Education.</p> <p>Safeguarding Governor attended Diocesan Safeguarding Training and will circulate the slides to Governors.</p>	<p>All Governors.</p> <p>PS</p>
2b	<p><b>CES Policies, School Admissions Policy 2026-27 and school policies</b></p> <p>Governors discussed the Admissions Policy, particularly the requirement for the Certificate of Catholic Practice.</p> <p>Governor asked if the requirement for the Certificate of Catholic Practice (CPP) should remain, especially if the school is struggling with pupil numbers. The CPP might deter some parents from applying. The Headteacher acknowledged this and suggested that Governors could consider removing the requirement.</p> <p>The Headteacher said the Diocese has expressed satisfaction with the inclusion of the CCP.</p> <p>Governor explained completing CCP forms is time consuming and families are asking for the forms to be completed whether they practice regularly or not.</p> <p>Governor emphasised that the school needs to be proactive in attracting families and young people, while still allowing Catholic families to have priority in the admissions policy.</p> <p>The Headteacher noted that some families do not want their children to participate in collective worship and assemblies, which has implications for staffing.</p> <p>Governors acknowledged the need for a further discussion to define their vision, aiming to be inclusive while preserving the school's Catholic heritage and values. It was agreed that this issue would be considered further at the full Governing Body meeting in January.</p> <p>Governors requested to review data - statistics on the numbers of Catholics, pupil numbers, undersubscription numbers and asked for it available for the next discussion. Headteacher agreed.</p> <p>The Headteacher agreed to check the Admissions Policies on other Catholic schools' websites.</p> <p>The Governors discussed the Appraisal Policy and inquired about the system of moderation for appraisals. The Headteacher said the appraisal process and moderation was reviewed by Governors last year. Governors agreed to review the appraisal</p>	<p>JR</p> <p>JR</p>

	<p>process this year and scheduled a meeting with the Headteacher on 11<sup>th</sup> November 2024.</p> <p>Governor asked for a spreadsheet to track policies and renewal dates. Headteacher agreed.</p> <p>Governor asked for the SEND (Special Educational Needs and Disabilities) Policy to be reviewed. Headteacher agreed.</p> <p>Headteacher will check the Admissions Policies on the website.</p> <p>Governor asked if children wearing their PE kit into school had an impact on what staff can see in terms of physical marks on children. Headteacher said generally staff did not watch children closely while they were changing. Marks can be seen on children's arms, legs, and faces and staff can observe if a child is uncomfortable or in pain and then further investigation would take place.</p> <p>Headteacher said staff have Safeguarding training every other year and Prevent training every other year.</p> <p>Changing at home was introduced to speed up changing for PE and have longer lesson time.</p> <p>The following policies were approved and adopted by Governors:</p> <p>Sickness Absence Policy and Procedure Policy Grievance Resolution Policy and Procedure Policy Disciplinary Policy and Procedure Appraisal Policy and Procedure for Teacher Capability Policy and Procedure Religious Education Policy Admissions Policy 2026-2027</p>	JR/PS/HT/AM
2c	<p><b>Subject Responsibilities</b></p> <p>See point 1h.</p>	
3	<p><b>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 3</b></p>	
3a	<p><b>Approval of School Journey</b></p> <p>Governors approved the School Journey.</p>	
3b	<p><b>Buildings Update</b></p> <p>Work on the nursery roof and drains outside the Middle Phase has been completed, decoration needs to be completed.</p>	
3c	<p><b>Health and Safety</b></p> <p>St. Ann's School is having building work completed. Scaffolding has been erected in the walkway and is safe to walk under. The scaffolding needs to be checked once a week but this has not been done for a few weeks and will be followed up.</p>	JR

3d	<b>Academisation</b>  The Headteacher reported the academisation process has stalled due to the general election and the challenges by the NEU.  St. Richard Reynolds Catholic College High School have written and asked if St. Joseph's would like to join their trust, a letter of response is being sent by the Diocese.	
4.	<b>AOB</b> The Headteacher and Governors discussed a confidential matter. The Headteacher informed Governors of the nature of the incident and action that had been taken to date. Governors were satisfied that the relevant authorities had been informed and safeguarding and other appropriate procedures have been followed. The Headteacher will keep Governors updated on progress.	
	The meeting finished at 9.30pm.	

*M. Mantall* - 10/12/2024  
Co-Chair