



# St. Joseph's Catholic Primary School

Tuesday 20<sup>th</sup> January 2026

## Minutes of Full Governors Meeting

**PRESENT:** Julian Rakowski, Headteacher (JR), Anita Marshall, Co-Chair of Governors (AM), 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), Jenna Engmann (JE).

**OBSERVER:** Jamie Doak, Deputy Headteacher

**CLERK:** Cath McNee

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	<b>Apologies</b> Fr. Cristiano Braz, Hilary Turner and Gerard McMahon, – apologies received and accepted.	
1c	<b>Chair's Action and Report</b> Co-Chair reported Danita Rowlands has resigned as Co-opted Governor. Co-Chair thanked Danita for her hard work and service to the Governing Body.	
1d	<b>Accuracy and matters arising from the minutes not on the agenda – 9<sup>th</sup> December 2025</b> 9 <sup>th</sup> December 2025 minutes of meeting were agreed and signed by the Co-Chair.	
1e	<b>Matters arising from the minutes not on the agenda</b> None.	
1f	<b>Any urgent business pre-notified to the Chair</b> None.	
1g	<b>Register of Interests</b> Clerk reminded Governors to update their Declaration of Interests and Code of Conduct on GovernorHub.	

1h	<p><b>Declaration of Interests</b></p> <p>None.</p>	
1j	<p><b>Any Other Business / Confidential Items</b></p> <p>At the end of the meeting.</p>	
2  2a	<p><b>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1</b></p> <p><b>DT Presentation by Subject Lead</b></p> <p>The DT Subject Lead delivered a presentation to Governors, available on GovernorHub.</p> <p>The Headteacher asked about support, the Subject Lead confirmed she had received helpful support from the previous lead and continues to seek advice and feedback from staff. Book looks are supporting subject monitoring.</p> <p>In response to a Governor question, the Lead confirmed that most DT resources are available in school and additional supplies can be ordered when required.</p>	
	<p><b>Governor's Action Plan</b></p> <p>The Governor Action Plan 2026-2029 was circulated to Governors before the meeting.</p> <p>The Co-Chair asked if there were any comments from Governors regarding the document.</p> <p>A Governor asked how the actions within the plan are implemented and monitored. The Co-Chair explained that regular review meetings take place, and that the Governor Action Plan is a working document which is updated on an ongoing basis. The Headteacher added that the document covers a three-year period and is not expected to be completed within a single year.</p> <p>A Governor suggested adding an additional column to the document to indicate whether actions have been completed. The Headteacher agreed to include a "met / not met / working towards" column to support clearer monitoring of progress.</p> <p>Strategic Intentions of the Governors' School Development were allocated to Governors as follows:</p> <ol style="list-style-type: none"> <li>1. Fr. Cristiano Braz / Julian Rakowski – To be the pre-eminent Catholic primary in Ealing.</li> <li>2. Jenna Engmann / Hilary Turner / Julian Rakowski – To ensure our whole school curriculum meets the needs of all our children.</li> <li>3. Sandra Stokes / Julian Rakowski / Bittoy George – To foster a safe, happy, learning and working environment that supports wellbeing and mental health.</li> </ol>	JR



	<p>4. Anita Marshall / Julian Rakowski – To ensure we maintain a highly skilled and professional workforce able to support each other and our children in all areas of their learning and development.</p> <p>5. Philip Stark / Julian Rakowski – Financial Planning</p> <p>6. Simona Rogantini / Julian Rakowski – Raising the profile of Governors.</p>	
2b	<p><b>Admissions Update</b></p> <p>The Headteacher reported on Reception admissions, confirming the closing date was 15 January 2026. There were 51 first-preference applications and 30 second preference, 19 third and 12 fourth preference. The Headteacher expressed confidence that Reception numbers will reach 55.</p> <p>The Headteacher also reported that there have been 35 applications for Nursery.</p> <p>The Admissions Committee meeting was arranged for Saturday 7<sup>th</sup> February at 9.15am.</p>	AM and PS
2c	<p><b>Assessment Update</b></p> <p>The Deputy Headteacher circulated a report in advance of the meeting and advised that, while the picture is not yet fully secure, assessment data is now more accurate and broadly in line with end of KS2 outcomes. Reading and Maths data are positive and reflect accurate teacher assessments, enabling identification of pupils who are struggling.</p> <p>A Governor referred to Year 3 and asked about the impact of reducing the number of classes from three to two, resulting in larger class sizes and lower academic outcomes. The Deputy Headteacher confirmed that writing interventions have begun and that all options will be considered; including additional TA support for each class or the use of a supply teacher to deliver interventions. All approaches are being explored to identify the most effective solution for pupils.</p> <p>The Headteacher confirmed the Year 3 class reorganisation is likely to happen due to the financial pressure school is under.</p> <p>The Deputy Headteacher said the transition from Year 2 to Year 3 represents a significant curriculum jump from KS1 to KS2.</p> <p>Governor asked about the review of interventions. The Deputy Headteacher explained that progress is easier to track in Reading and Maths due to regular assessments, while Writing relies more heavily on formative assessment. Teachers are being supported to strengthen formative assessment practices for Writing.</p> <p>Governor asked whether a range of interventions would be used. Deputy Headteacher confirmed that most support would be delivered within the classroom through Quality First Teaching, with careful consideration given to maintaining pupils' engagement and love of learning.</p>	

	<p>The Deputy Headteacher reported that the school has moved from SIMS to Arbor, which is now linked to assessment tracking.</p> <p>The Headteacher emphasised the importance of staff confidence in assessment, and the Deputy confirmed that staff are experienced in this area.</p> <p>The Deputy Headteacher will undertake Phonics and GLD reviews in the Spring term.</p>	
2d	<p><b>Schools Financial Value Statement (SFVS)</b></p> <p>The Schools Financial Value Statement was circulated to Governors before the meeting for review.</p> <p>Governors approved the Schools Financial Value Statement.</p>	
3 2a	<p><b>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</b></p> <p><b>SEND Case Study Sampling</b></p> <p>The Headteacher circulated 3 sample Case Studies for Governors to review and gave a brief overview of Ofsted expectations and requirements during an inspection.</p>	
2b	<p><b>Adoption of Policies</b></p> <p>The following policies were circulated to Governors for review:</p> <ul style="list-style-type: none"> <li>- Accessibility Plan</li> <li>- Acute Incidents and the Administration of Medicines Policy</li> <li>- Anti-Bullying Policy</li> </ul> <p>The above policies were approved and adopted by the Governing Body.</p>	
2c	<p><b>Health and Safety</b></p> <p>The Headteacher reported that the kitchen extractor fan is not functioning correctly, preventing the use of the gas hobs for cooking. Most food can still be prepared using the ovens. The fan motor has been discontinued, and sourcing a replacement may take several days; if a suitable motor cannot be found, a full replacement extractor fan would be costly.</p>	
2d	<p><b>Safeguarding</b></p> <p>The Headteacher updated Governors on the number of children known to Social Services.</p>	
3e	<p><b>Academisation</b></p> <p>Please see separate Academy minutes of meeting, attached.</p>	

	<p>The following documents were circulated to Governors before the meeting for review.</p> <ul style="list-style-type: none"> <li>- Master and Supplemental Funding Agreement Guidance Notes.</li> <li>- Church Supplemental Agreement/Supplemental Land Agreement.</li> <li>- Academy and Free School Funding Agreement</li> <li>- Catholic Academies: Church Supplemental Agreement Single and Multi-Academy Model.</li> <li>- Mainstream Academies and Free School Supplementary Funding Agreement.</li> <li>- Template minutes of meeting.</li> </ul> <p>Governors discussed the documents and agreed the draft documentation.</p>	
4.	<p><b>AOB</b></p> <p>The Headteacher informed Governors that he will be retiring at Christmas.</p> <p>The Headteacher said the previous recruitment process had been expensive and that a longer lead-in period would be preferable and lessen the need for a recruitment consultancy firm to provide candidates.</p>	
	<p>The meeting finished at 8.30pm.</p>	

*Amorall 17/53/2026.*

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**

Minutes of a meeting of the Governors of the above Governing Body (the "Governing Body") held at St Joseph's Catholic Primary School on Tuesday 20<sup>th</sup> January 2026 at 6:30pm

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Present                    **Bittoy George**  
                                 **Jemimah Jamiru**  
                                 **Julian Rakowski, Headteacher**  
                                 **Danita Rowlands**  
                                 **Philip Stark**  
                                 **Sandra Stokes**  
                                 **Jenna Engmann**  
                                 **Anita Marshall, Co-Chair of Governors**

In attendance         **Jamie Doak, Deputy Headteacher**  
                                 **Cath McNee, Clerk**

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1.     **Apologies and prelliminaries**

1.1     It was confirmed that due notice of the meeting had been given and that a quorum was present. It was reported that apologies had been received from the following:

**Fr Cristiano Braz, Gerard McMahon and Hilary Turner - apologies received and accepted.**

2.     **Declaration of interest**

2.1     Each Governor present declared the nature and extent of his interest in the business to be transacted at the meeting or confirmed he had no such interest which he was required to disclose.

2.2     The interests declared were as follows:

**None declared.**



3. Minutes from previous meeting

3.1 The Governors considered the minutes of the previous meeting dated 14<sup>th</sup> November 2024 and IT WAS RESOLVED that the Chair sign the minutes as a true record of such proceedings.

4. Purpose of this meeting

4.1 It was noted that on 14<sup>th</sup> November 2024 the Governors had resolved to submit an application to the Department for Education to convert St Joseph's Catholic Primary School (the "School") to academy status so that it could form a multi academy trust with The Cardinal Wiseman Catholic School, St Vincent's Catholic Primary School, St Raphael's Catholic Primary School, St John Fisher Catholic Primary School, St Gregory's Catholic Primary school, St Anselm's Catholic Primary school, Our Lady of the Visitation Catholic Primary School and Mount Carmel Catholic Primary School (together, including the School, the "Joining Schools"). The proposed date of conversion is 1<sup>st</sup> April 2026 (the "Conversion Date").

4.2 The Governors had applied to the Archdiocese of Westminster for permission to submit their application to convert to academy status and approval had now been granted.

4.3 The Governors' application to convert to academy status had been submitted to the Department for Education. The application had been considered by the Headteachers Board of the Regional School Commissioner's Office on 27<sup>th</sup> February 2025 and an Academy Order had now been granted.

4.4 The purpose of this meeting was specifically to consider the following:

4.4.1 the steps required to form a multi academy trust and convert the Joining Schools to academy status; and

4.4.2 establishing a working group.

5. Formation of a multi academy trust and conversion of the School to academy status

5.1 It was noted that the following steps would be required to form a multi



academy trust and convert the School to academy status and it was proposed that work commence on preparing the necessary documentation;

- 3.1.1 a company limited by guarantee to be named St Carlo Catholic Academy Trust (the "MAT") had been incorporated (i.e. set up) at Companies House. In order to incorporate the MAT, the Memorandum and Articles of Association, being the MAT's main constitutional document, had been agreed with the Department for Education;
  - 3.1.2 the MAT would be required to enter into a master funding agreement with the Secretary of State, together with a supplemental funding agreement relating to the funding and operation of each of the Joining Schools as academies. A draft of the master funding agreement and supplemental funding agreement for the School were produced to the meeting;
  - 3.1.3 all contracts and assets (and liabilities) used (or incurred) in the running of the School would be transferred to the MAT under a Commercial Transfer Agreement to be entered into between the MAT and the Governing Body, a draft of which was produced to the meeting;
  - 3.1.4 subject to confirmation, the MAT would enter into a Church Supplemental Agreement for the School with the Archdiocese of Westminster in relation to the Diocese owned land and ongoing obligations to maintain the religious ethos of the School, a draft of which was produced to the meeting; and
  - 3.1.5 all employees employed at the School immediately before the transfer will transfer to the MAT on their existing terms and conditions of employment with full continuity of service. In accordance with the TUPE Regulations, the Chair explained that appropriate consultation would be undertaken with trade union representatives and staff.
- 3.2 A consultation with stakeholders regarding the School's conversion to academy status so it can form and join the MAT would be carried out from



Monday 2<sup>nd</sup> June 2025 to Friday 11<sup>th</sup> July 2025 and the outcome of that consultation would be considered by the Governors at their next meeting.

#### 4. Establishing a working group

- 4.1 It was noted that there would be a significant amount of documentation to consider and decisions to be made collectively between the Joining Schools regarding the formation of the MAT and the academy conversions. Therefore, **IT WAS RESOLVED** that a working group be established made up the following members from the Joining Schools:

Headteachers of St Joseph's Catholic Primary School, The Cardinal Wiseman Catholic School, St Vincent's Catholic Primary School, St Raphael's Catholic Primary School, St John Fisher Catholic Primary School, St Gregory's Catholic Primary school, St Anselm's Catholic Primary school, Our Lady of the Visitation Catholic Primary School and Mount Carmel Catholic Primary School.

- 4.2 **IT WAS RESOLVED** that the working group be responsible for:

- 4.2.2 determining the vision and a strategic plan for the MAT;
- 4.2.3 undertaking due diligence and investigating and reporting on the likely implications of academy status for the school(s);
- 4.2.4 undertaking an equality impact assessment on the likely impact of academy status for the school(s);
- 4.2.5 procuring, appointing and liaising with legal advisors to undertake the academy conversion process;
- 4.2.6 determining the governance structure for the MAT, including but not limited to the number and type of Members and Trustees and the Scheme of Delegation between the Trustees and the Local Governing Bodies;
- 4.2.7 determining the leadership structure for the MAT including but not limited to agreeing the job specifications for and the process for the appointment of the Chief Executive Officer;



- 4.2.8 scrutinising the academy documentation;
- 4.2.9 organising and undertaking consultation with stakeholders under the Academies Act 2010;
- 4.2.10 facilitating, where required, statutory consultation with staff under the TUPE Regulations;
- 4.2.11 Identifying, procuring, appointing and liaising with other providers to provide services to the MAT including but not limited to bank accounts, accountancy services, financial accounting software, HR services and pay roll services;
- 4.2.12 and advising and/or making recommendations to the Governors in relation to any aspect of the formation of the MAT or the academy conversion.

5. AOB

6. Close and confirm date of next meeting

There being no further business the meeting then closed, and it was noted that the next meeting of the Governors was to be held on Tuesday 24<sup>th</sup> February 2026.

  
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Chair of Governors

20/01/2026