



St. Joseph's Catholic Primary School

21st January 2025

Minutes of Full Governors Meeting

PRESENT: Julian Rakowski, Headteacher (JR), Hilary Turner, Co-Chair of Governors (HT), Philip Stark, Chair of R&C Committee (PStark), Jemimah Jamiru, Chair of S&O Committee (JJ), Sandra Stokes, (SS), Danita Rowlands (DR), Gerard McMahon (GM), Claire O'Neil (CON)

OBSERVER: Jamie Doak

CLERK: Cath McNee

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies Anita Marshall, Fr. Cristiano Braz and Edyta Marciniuk – Apologies received and accepted. Bittoy George and Sharon McHugh – absent.	
1c	Chair's Action and Report The Chair asked if any Governors were available to attend the upcoming Parents Evening on 4 th and 13 th March 2025.	All/SS
1d	Accuracy and matters arising from the minutes not on the agenda – 10th December 2024 The Chair referred to item 3a on 10 th December 2024 minutes of meeting and said the St. Joseph's Playgroup has successfully started in the Community/Honeybees Classroom with 26 children attending today. The 10 th December 2024 minutes of meeting were approved and signed by the Chair.	
1e	Matters arising from the minutes not on the agenda None.	
1f	Governor's Action Plan None.	

1g	Any urgent business pre-notified to the Chair None.	
1h	Register of Interest Nothing to declare.	
1i	Declaration of Interest Nothing to declare.	
1j	AOB See point 4.	
2	Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1	
2a	<p>Maths Presentation by Maths Subject Leader</p> <p>The Math's subject leader gave a presentation to Governors.</p> <p>Governor thanked the subject leader for the presentation and noted that the new Maths scheme, 'White Rose,' provides a well-structured framework to improve outcomes and move forward from previous challenges.</p> <p>Governor enquired about the main issues with the previous Maths scheme. The Maths subject lead explained that the previous scheme was introduced just before the Covid-19 pandemic and, as a result, was not fully implemented due to the heavy teacher input required. Younger students found the scheme challenging due to its heavy reading requirements, and there was no support from other schools nearby, as no other schools were using the same scheme.</p> <p>Governor remarked that it would be unfortunate if the new scheme were not fully embedded, as had happened with the previous scheme. The subject leader said further staff meetings would be arranged to ensure full implementation.</p> <p>The new scheme comes with more resources and includes worksheets, which will support its integration. There is support for leaders through Maths hubs.</p> <p>The Subject Lead Informed Governors a whole-school maths book trawl took place before Christmas, followed by a learning walk.</p> <p>Governor asked if staff felt confident in seeking help with the new scheme. The Maths lead confirmed that staff are comfortable asking for help.</p> <p>Early Career Teachers (ECTs) have been trained along with some other staff members.</p>	

	The Headteacher concluded that the Maths curriculum is progressing in the right direction.	
2b	<p>Admissions Update</p> <p>The Headteacher informed Governors the closing dates for Nursery and Reception admissions was on 15th January 2025. 10 parent tours have been held in school. The evening tours were not well attended with parents re-booking to come and see the school during the day.</p> <p>The Headteacher reported on the number of applications for Nursery and Reception:</p> <p>Reception admissions 52 first choice applications 34 second choice 22 third choice 16 forth choice 16 fifth choice 8 sixth choice</p> <p>Nursery 22 applications for Nursery</p> <p>Admissions Committee Meeting was confirmed for 1st February 2025 at 9am.</p>	PS and SS
2c	<p>Assessment Update</p> <p>The Headteacher circulated a table showing Autumn assessment data for Reading, Writing and Maths.</p> <p>The Headteacher said the figures show children's current ability, but there is still work that needs to be done to improve results.</p> <p>The Governor inquired about the KS2 Maths results, noting a decline in Years 4, 5, and 6. The Headteacher attributed this to the previous Maths scheme, and said the new scheme is better suited to the needs of the children.</p> <p>Governor asked what is being done to improve the results. The Headteacher said children are receiving extra interventions during the school day. In Years 5 and 6 children are streamed in Maths and English. There are 3 streams in Year 5, and 5 streams in Year 6, including a group of children with no English.</p> <p>The Deputy Headteacher informed Governors changes to PPA time has resulted in an extra 30 minutes intervention time a week.</p> <p>Governors discussed the Year 6 assessment results, and the Deputy Headteacher provided a detailed breakdown of the results.</p>	



	<p>Governor asked if the White Rose Maths scheme compliments the SATs. The Headteacher confirmed that it does, and children practice using SATs papers.</p> <p>Governor asked about Year 4 writing. The Headteacher said the results have dipped from Year 3 to 4 due to children having to meet harder objectives and we need to ensure children who haven't met their objectives are targeted.</p> <p>Governor asked to ensure the SENCO is providing support for children and extra time in SATs. The Headteacher agreed and informed Governors 30 children had 15 minutes extra time for their SATs last year.</p> <p>The Headteacher is hoping to see better results by the Spring.</p> <p>Deputy Headteacher said the data provides a clear list of children that need targeting for extra help.</p>	
3	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2	
3a	<p>Premises Action Plan for approval</p> <p>Governors approved and adopted the Premises Action Plan.</p>	
3b	<p>Policies for Adoption</p> <p>The following policies were circulated to Governors before the meeting for review:</p> <p>Educational Visits Policy Fire Plan and Major Incident Plan Freedom of Information Policy & Publication Scheme General Data Protection Regulation (GDPR) and Privacy Notice Intimate Care Policy Lettings Policy</p> <p>Governors discussed the policies.</p> <p>Governor referred to the Education Visits Policy and asked if staff wear hi-vis jackets when taking children out of school. Many do but we may need more. Headteacher agreed to order new hi-vis jackets for staff.</p> <p>Governor referred to the Fire Plan and Major Incident Plan and asked if the Code Name Victor been practiced recently? The Headteacher said it had not but will do so.</p> <p>Governor asked if staff had media training? Headteacher said no.</p> <p>Governor asked if the register is taken after a fire drill. Headteacher said staff do a headcount. The Headteacher will ensure paper copy of registers are available.</p> <p>Governors approved and adopted the policies.</p>	

3c	H&S No update.	
3d	Safeguarding – confidential item on separate page	
3	Academisation The Headteacher informed Governors on 23 rd February 2025 the academy order will be authorised and we will proceed onto the next step. The DofE have acknowledged receipt of the paperwork being received on time for the extra funding. The next process could be delayed and the tentative date of 1 st April 2026 for academisation may be delayed.	
4.	AOB Nursery Admissions Policy The Headteacher informed Governors the Nursery Admissions Policy needs to be amended as it does not include 30hr provision that nursery parents are requesting. Governors had a brief discussion and agreed the following amendment: <i>The Published Admission Number (PAN) for the Nursery class at St Joseph's is 26 full time equivalent places and intends to fill the places in the school year which begins September 2025. The Governing Body has sole responsibility for admissions to this school and offers three different models for the allocation of these places subject to availability. Governors offer:</i> <ul style="list-style-type: none"> • <i>Full day place, am and pm session (30 Hours) 8.45am– 3.15pm (must meet eligibility criteria for 30 hours)</i> • <i>Morning only place, 5 mornings a week (15 Hours) 8.45am - 11.45am</i> • <i>Afternoon only place, 5 afternoons a week (15 Hours) 12.15pm – 3.15pm</i> <i>Specific numbers for each type of place will be decided, depending on demand. If a 30 Hour child loses their funding, then there may be scope for parent to top up the funding.</i> Governors approved and adopted the Nursery Admissions Policy.	
	The meeting finished at 9.45pm.	

