

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Minutes of a meeting of the Governors of the above Governing Body (the “**Governing Body**”)
held at

on Tuesday 24th February 2026 at 6.3pm

Present **Hilary Turner, Co-Chair of Governors**
 Anita Marshall, Co-Chair of Governors
 Philip Stark, Vice Chair of Governors
 Julian Rakowski, Headteacher
 Jenna Engmann
 Bittoy George
 Gerard McMahan
 Sandra Stokes
 Father Cristiano Braz

In attendance **Jamie Doak, Deputy Headteacher**
 Simona Rogantini, prospective Foundation Governor
 Cath McNee, Clerk

1 Apologies and preliminaries

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:

Jemimah Jamiru

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 20th January 2026 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 20th January 2026 the Governing Body had resolved to undertake the work necessary to convert St Joseph's Catholic Primary School (the

“School”) to academy status so that it could join St Carlo Catholic Academy Trust (the “Academy Trust”). The proposed date of conversion is 1st April 2026 (“the Conversion Date”)

4.2 The purpose of this meeting was specifically to consider and, if thought fit, to approve the following:

4.2.1 the conversion of the School to academy status and joining the Academy Trust; and

4.2.2 approval of the documentation relating to the School's conversion.

5 Consideration of conversion to academy status and joining the Academy Trust

Due diligence

The Headteacher reported that the due diligence process began some time ago and required the School to meet specified criteria in order to be eligible for conversion to St. Carlo CAT. The due diligence exercise involved the submission of detailed financial and academic information to demonstrate the School's capacity and readiness for conversion. As part of this process, the School was required to evidence its suitability to join the academy trust in order to secure access to the £25,000 funding available to support conversion-related costs. The process has now been completed and the outcome has been formally approved.

Having regard to the information which had been provided, the Governors concluded that conversion to academy status and joining the Academy Trust appeared to be in the best interests of the School.

Consultation

5.1 It was noted that a consultation with stakeholders regarding the School's conversion to academy status had been carried out from 2nd June to 11th July 2025.

5.2 The Headteacher reported that the consultation documents were made available on the school website for all stakeholders to review. The purpose of the consultation was to gather the views of parents and staff on whether the school should join the Academy Trust. A letter was sent to parents on 2nd June 2025, and the consultation period concluded on 11th July 2025. Members of the wider community were invited to take part by attending consultation meetings. A staff meeting was held with 26 staff members in attendance, and a community meeting was attended by four parents. The consultation process was open to additional stakeholders, including union representatives, MPs, and other interested parties. The Chair of Governors attended both meetings and delivered presentations, and the designated CEO of the academy trust was present to respond to questions. Questionnaires were distributed, and one response was received.

4 people responded to the consultation. The main themes raised by consultees were as follows:

The main points raised were the advantages and disadvantages of joining an Academy Trust and how the school plans to ensure its long-term sustainability in light of the declining number of practising Catholics.

No issues or considerations were raised by Governors'.

Impact assessment

- 5.3 The Governors acknowledged their legal obligation to have due regard to the need to:
- 5.3.1 eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
 - 5.3.2 advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it - this includes having due regard to the need to:
 - (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of those who do not share it;
 - (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low; and
 - (d) foster good relations between people who share a relevant protected characteristic and persons who do not share it - this includes having due regard to the need to tackle prejudice;
 - 5.3.3 promote understanding with regard to the relevant protected characteristics of age; disability; gender reassignment: pregnancy and maternity; race; religion or belief; sex and sexual orientation.
- 5.4 The Governors considered the likely impact of the conversion to academy status and joining the Academy Trust on equality issues in general, and the matters which they were required to have due regard to, in particular, and concluded that the proposal was unlikely to have any equality impacts.

6 Resolution to proceed with conversion to academy status and joining the Academy Trust

- 6.1 Having considered all relevant factors and their duties generally, **IT WAS RESOLVED** by the Governors to proceed with the conversion of the School to academy status and to join the Academy Trust with effect from the Conversion Date.

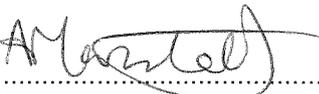
7 Conversion documents for the School

- 7.1 It was noted that with effect from the Conversion Date the Academy Trust would take responsibility for running the School and accordingly it was proposed that:
- 7.1.1 the contracts and assets (and liabilities) used (or incurred) in the running of the School are transferred to the Academy Trust under a commercial transfer agreement to be entered into between the Academy Trust and the Governing Body (the "**Commercial Transfer Agreement**"), a draft of which was produced to the meeting; and

- 7.1.2 all employees employed at the School immediately before the conversion will transfer to the Academy Trust on their existing terms and conditions of employment with full continuity of service. In accordance with the TUPE Regulations, the Chair explained that appropriate letters had been circulated to trade union representatives and staff.
- 7.2 It was further noted that the Academy Trust would enter into the following documents relating to the School's conversion:
- 7.2.1 a Supplemental Funding Agreement with the Secretary of State for Education setting out the terms of the funding of the School going forward, a draft of which was produced to the meeting;
- 7.2.2 a Church Supplemental Agreement for the School in relation to the Diocese owned land and ongoing obligations to maintain the religious ethos of the church school, a draft of which was produced to the meeting.
- 7.3 The Governors considered the terms of the Supplemental Funding Agreement, Church Supplemental Agreement and Commercial Transfer Agreement and IT WAS RESOLVED that:
- 7.3.1 the conversion be approved;
- 7.3.2 the terms of the Supplemental Funding Agreement, Church Supplemental Agreement and Commercial Transfer Agreement be approved;
- 7.3.3 any Governor of the School be authorised to approve any amendments to the Supplemental Funding Agreement, Church Supplemental Agreement and Commercial Transfer Agreement;
- 7.3.4 any Governor be authorised to sign the Commercial Transfer Agreement on behalf of the School; and
- 7.3.5 any Governor be authorised to execute any other ancillary documentation in connection with the conversion on behalf of the School.

8 Close

There being no further business the meeting then closed.


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Governor



St. Joseph's Catholic Primary School

Tuesday 24th February 2026

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), Bittoy George (BG), Sandra Stokes, (SS), Danita Rowlands (DR), Jenna Engmann (JE), Father Cristiano Braz (FCB), Gerard McMahon (GM)

OBSERVER: Jamie Doak, Deputy Headteacher and Simona Rogitini (prospective Foundation Governor)

CLERK: Cath McNee

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies Jemimah Jamiru – apologies received and accepted.	
1c	Accuracy and matters arising from the minutes – 20th January 2026 20 th January 2026 minutes of meeting were agreed.	
1d	Matters arising from the minutes not on the agenda None.	
1e	Any urgent business pre-notified to the Chair None.	
1f	Register of Interests None.	
1g	Declaration of Interests None.	
1h	Any Other Business / Confidential Items None	

<p>2</p> <p>2a</p>	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1</p> <p>Due Diligence update</p> <p>The Headteacher reported that the due diligence process began some time ago and required the school to meet specified criteria in order to be eligible for conversion to St. Carlo Catholic Academy Trust. The due diligence exercise involved the submission of detailed financial and academic information to demonstrate the school's capacity and readiness for conversion. As part of this process, the school was required to evidence its suitability to join the academy trust in order to secure access to the £25,000 funding available to support conversion-related costs. The process has now been completed and the outcome has been formally approved.</p>	
<p>2b</p>	<p>Consultation Update</p> <p>The Headteacher reported that the consultation documents were made available on the school website for all stakeholders to review. The purpose of the consultation was to gather the views of parents and staff on whether the school should join the CAT. A letter was sent to parents on 2nd June 2025, and the consultation period concluded on 11th July 2025. Members of the wider community were invited to take part by attending consultation meetings. A staff meeting was held with 26 staff members in attendance, and a community meeting was attended by four parents. The consultation process was open to additional stakeholders, including union representatives, MPs, and other interested parties. The Chair of Governors attended both meetings and delivered presentations, while DC, the designated CEO of the academy trust, was present to respond to questions. Questionnaires were distributed, and one response was received. During the consultation, a parent requested that information be provided on the disadvantages as well as the benefits of joining the academy. The potential disadvantages were made available in the FAQs. Another parent raised a question regarding the decline in the number of practising Catholics and how the school might ensure its long-term sustainability in light of this trend.</p>	
<p>2c</p>	<p>Impact Assessment Update</p> <p>The Headteacher said that, in forming the academy trust, he does not anticipate any negative impact on any of the protected characteristics. The Headteacher said we do not discriminate or exclude anyone, and he is confident this approach will continue within the Academy Trust. The mission and vision statements clearly reflect the school's commitment to inclusion.</p> <p>Governor highlighted two errors within the Equality Impact Assessment document.</p> <ul style="list-style-type: none"> - The final version should refer to St Carlo Catholic Academy Trust (CAT). 	

	<p>- The paragraph beginning "We believe" should refer to civil partnership rather than civil partners.</p> <p>A Governor asked how the £25,000 grant that was allocated to school for conversion costs would be spent. The Headteacher explained that the funding was initially intended to cover legal fees incurred by Brown Jacobson. It has also been agreed that the funds will contribute towards the costs of the Chief Financial Officer of the Academy Trust.</p>	
<p>3</p> <p>3a</p>	<p>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</p> <p>Commercial Transfer Agreement</p> <p>Governors reviewed the Commercial Transfer Agreement document. The Headteacher advised that it could not be amended.</p> <p>Governor raised a concern with the document in relation to indemnity and referred to the note that was circulated to Governors before the meeting. The specific concern was whether there are any circumstances in which the personal assets of members of the Governing Body could be at risk as a result of the indemnity. The Headteacher raised the query with Brown Jacobson.</p> <p>Governor reported that a comprehensive response had been received by email from Brown Jacobson and it was confirmed that members of the Governing Body could not be held personally liable. The only circumstance in which liability could arise would be if the Governing Body failed to comply with Charity Law, in which case they would not be covered.</p> <p>A Governor asked about the reference to excluded assets, specifically cash in hand or bank balances, as set out on page 22 of the document. The Headteacher explained that this referred to any cash held on the school premises, for example from charitable fundraising.</p> <p>A Governor queried PTA funds. The Headteacher confirmed that PTA accounts are held separately.</p> <p>A Governor asked about School Journey money. The Headteacher explained that this account is linked to the school's main accounts, with funds paid in and out in relation to school trips.</p> <p>A Governor also raised a concern that the guidance note appeared to be out of date, as it referred to Ealing Council and indemnity arrangements, although Ealing Council is not involved. The Governor confirmed that they did not wish to delay the signing of the document.</p> <p>The Chair of Governors signed the Commercial Transfer Agreement.</p>	

3b	<p>Supplemental Funding Agreement</p> <p>Governors reviewed the document. The Headteacher said the document is specific to our school.</p> <p>Governors referred to page 5 of the Supplemental Funding Agreement and queried the provisions that are applied are correct:-</p> <ul style="list-style-type: none"> - 2.E.1 Only applies to free schools with nursery provision. - 2.P.1 Only applies to free schools or academy converter schools where there was a predecessor maintained school. - 3.I.1 Only applies to Free schools with nursery provision. <p>The Headteacher said Brown Jacobson completed this document on our behalf and some of the items do not seem right to be applied. The Headteacher said he would check the provisions. Governors approved Supplemental Funding Agreement.</p>	JR
2c	<p>Church Supplemental Agreement</p> <p>Governors reviewed the document. No comments from Governors.</p> <p>Governors approved the Supplemental Funding Agreement.</p>	
4.	<p>AOB</p> <p>A Governor asked for confirmation of the proposed date for academisation. The Headteacher advised that the intended date is 1 April 2026. He reported that the main outstanding matter relates to land issues, which are currently being resolved. There are three schools that still need to finalise their land arrangements.</p> <p>The Headteacher explained that, once academisation proceeds, the current Governing Body will transfer to become a Local Governing Body within the Academy Trust. There will be a Board of Trustees above the Local Governing Body. The Scheme of Delegation will set out the responsibilities of the Local Governing Body.</p> <p>Governor stated that it cannot be assumed that the existing Governing Body will automatically transfer to the Trust. The Governor asked whether any advice had been received regarding appointments from 1 April 2026, noting that no one can assume they will automatically be appointed, as ultimate authority rests with the Board of Trustees. The Chair of Governors advised that nothing has been indicated to suggest that members would not be appointed.</p> <p>A Governor asked whether the school or Governors should mark the occasion of academisation. The Headteacher advised that this</p>	JR

	<p>has not yet been discussed at academy level but agreed to raise the matter.</p> <p>A Governor asked whether there may be changes to admissions criteria after academisation, particularly in relation to accessibility for non-Catholic families. The Headteacher confirmed that the oversubscription criteria will remain the same. The school will continue as a feeder school to Cardinal Wiseman, with priority given to Catholic applicants in accordance with their admissions policy. He advised that policies across the Trust are likely to become more aligned but does not anticipate significant change.</p> <p>The Headteacher will confirm Governing Body meeting dates as there may not need to be a budget meeting.</p>	<p>JR</p>
	<p>The meeting finished at 7.30pm.</p>	

AT
17/03/2026