



St. Joseph's Catholic Primary School

Tuesday 30th September 2025

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), Gerard McMahan (GM).

OBSERVER: Jamie Doak, Deputy Headteacher

CLERK: Cath McNee

| Item | Discussion | Action |
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| 1a | Meeting started with a prayer. | |
| 1b | Apologies Fr. Cristiano Braz – apologies received and accepted. | |
| 1c | Chair's Action and Report The Co-Chair welcomed Governors to first meeting of the new academic year. Governors discussed the ongoing need to recruit new Foundation Governors. The Clerk advised that a Parent Governor election is currently underway. The Co-Chair provided feedback from a recent Chairs' Network Meeting. Key points included: <ul style="list-style-type: none">- Governor Attendance and Engagement: Emphasis was placed on the importance of Governor commitment, including regular attendance at meetings and actively contributing to discussions and strategic planning.- Delegation of Responsibilities: Chairs were encouraged to delegate roles and responsibilities more effectively to avoid over-reliance on the Chair.- Monitoring Visits: Consider implementing a structured schedule for Governor monitoring visits.- Reviewing Governance Practice: The importance of reflecting on governance practice was highlighted—evaluating strengths, identifying areas for development, and assigning leads for specific actions.- Ofsted Preparation: Governors were reminded to ensure readiness for inspection, particularly through maintaining up-to-date documentation on GovernorHub. | AM/HT/JR |

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| | <ul style="list-style-type: none"> - Rising Complaints: It was noted that complaints are increasing across Catholic schools. - Policy and Guidance Updates: The Code of Conduct and <i>Keeping Children Safe in Education</i> (KCSIE) guidance must be reviewed and updated. - Crisis Funding: Information was shared about short-term crisis funding available for families in need, subject to specific criteria. - DBS Checks: Good practice is to renew DBS checks every 2 to 5 years. Headteacher agreed to review the length of time for staff DBS checks. - Chair and Vice Chair Requirements: It was confirmed that both the Chair and Vice Chair roles must be held by Foundation Governors. It was noted this could be difficult due to the recent reduction in Foundation Governors. - New Ofsted Framework: The new Ofsted framework will be introduced in November. Governors should ensure they are familiar with the upcoming changes. - STAT Log Oversight: Governors are accountable for the STAT Log. It was proposed that the Resources and Compliance Committee take responsibility for reviewing and overseeing the STAT Log. | JR |
| 1d | <p>Election of Chair</p> <p>Anita Marshall and Hillary Turner were elected unanimously as Co-Chairs to the Governing Body.</p> | |
| 1e | <p>Election of Vice Chair</p> <p>Philip Stark was elected unanimously as Vice Chair to the Governing Body.</p> | |
| 1f | <p>Accuracy and matters arising from the minutes not on the agenda – 8th July 2025</p> <p>8th July 2025 minutes of meeting were agreed and signed by the Co-Chair.</p> | |
| 1g | <p>Matters arising from the minutes not on the agenda</p> <p>None.</p> | |

| 1h | <p>Refresh of Subject attached Governors</p> <p>Governors allocated new Link Governor roles, as below:</p> <p>The Headteacher reiterated that it is important for Governors to meet with the subject lead and complete a report and feedback to Governors.</p> <table border="1" data-bbox="375 414 1045 1198"> <thead> <tr> <th data-bbox="375 414 630 533">Name</th> <th data-bbox="630 414 1045 533">Governor Subject Area (and corresponding staff member)</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 533 630 584">Anita Marshall</td> <td data-bbox="630 533 1045 584">PSHE & RHE (Tracy Day)</td> </tr> <tr> <td data-bbox="375 584 630 689">Hilary Turner</td> <td data-bbox="630 584 1045 689">SEND (Samanta Sasenarine) Mental Health and Wellbeing (Julian Rakowski)</td> </tr> <tr> <td data-bbox="375 689 630 766">Philip Stark</td> <td data-bbox="630 689 1045 766">English (Ed Brooks) Geography (Teresa Martin)</td> </tr> <tr> <td data-bbox="375 766 630 804">Fr Cristiano Braz</td> <td data-bbox="630 766 1045 804">RE (Louise Ingham)</td> </tr> <tr> <td data-bbox="375 804 630 842">Danita Rowlands</td> <td data-bbox="630 804 1045 842">Maths (Alice Smith)</td> </tr> <tr> <td data-bbox="375 842 630 880">Gerard McMahon</td> <td data-bbox="630 842 1045 880">H&S (Julian Rakowski)</td> </tr> <tr> <td data-bbox="375 880 630 969">Julian Rakowski</td> <td data-bbox="630 880 1045 969">Science (James Buckfield) Art (TBA) D&T (Aoife Frost)</td> </tr> <tr> <td data-bbox="375 969 630 1037">Bittoy George</td> <td data-bbox="630 969 1045 1037">PE (Sophie Redhead) Computing (Aaron Sheehan)</td> </tr> <tr> <td data-bbox="375 1037 630 1149">Sandra Stokes</td> <td data-bbox="630 1037 1045 1149">History (Aine Baran) Spanish (Maria Garcia) Safeguarding (Julian Rakowski)</td> </tr> <tr> <td data-bbox="375 1149 630 1198">Jemimah Jamiru</td> <td data-bbox="630 1149 1045 1198">Music (Michal Wesolowski)</td> </tr> </tbody> </table> | Name | Governor Subject Area (and corresponding staff member) | Anita Marshall | PSHE & RHE (Tracy Day) | Hilary Turner | SEND (Samanta Sasenarine) Mental Health and Wellbeing (Julian Rakowski) | Philip Stark | English (Ed Brooks) Geography (Teresa Martin) | Fr Cristiano Braz | RE (Louise Ingham) | Danita Rowlands | Maths (Alice Smith) | Gerard McMahon | H&S (Julian Rakowski) | Julian Rakowski | Science (James Buckfield) Art (TBA) D&T (Aoife Frost) | Bittoy George | PE (Sophie Redhead) Computing (Aaron Sheehan) | Sandra Stokes | History (Aine Baran) Spanish (Maria Garcia) Safeguarding (Julian Rakowski) | Jemimah Jamiru | Music (Michal Wesolowski) | |
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| 1i | <p>Governor's Action Plan</p> <p>Governor's Action Plan meeting to be held on Wednesday 23rd October at 6pm. All Governors to attend if possible.</p> | All | | | | | | | | | | | | | | | | | | | | | | |
| 1j | <p>Any urgent business pre-notified to the Chair</p> <p>None.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| 1l | <p>Declaration of Interest</p> <p>Nothing to declare.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| 1m | <p>Code of Conduct</p> <p>Governors reviewed and adopted the 2025 Code of Conduct.</p> | | | | | | | | | | | | | | | | | | | | | | | |



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| 2 | <p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1</p> | |
| 2a | <p>Resources and Compliance – to agree minutes of meeting from 19th June 2025 meeting and challenge</p> <p>Governors reviewed and agreed R&C minutes of meeting from 19th June 2025, no comments received.</p> | |
| 2b | <p>Governor Meeting dates</p> <p>Proposed Governor meeting dates for the 2025–2026 academic year were circulated in advance of the meeting for review.</p> <p>A Governor commented that the Standards and Outcomes meeting held in July felt rushed, and that key information was repeated during the Full Governing Body meeting that followed immediately afterwards.</p> <p>A Governor suggested the following options to avoid repetition and improve efficiency:</p> <ul style="list-style-type: none"> - Splitting the meetings across two separate days; or - All Governors attend the Standards and Outcomes meeting. <p>The Headteacher said July is a particularly busy period in school, with multiple events taking place, and SATs results are released on 7th July, making scheduling additional meetings challenging.</p> <p>It was agreed that the Standards and Outcomes meeting on 7th July 2026 will start at 6:30pm, with all Governors invited to attend. Relevant agenda items will not be repeated in the subsequent full Governing Body meeting.</p> <p>It was noted that Sandra Stokes will be unavailable for the Resources and Compliance Committee meeting on 9th October 2025.</p> <p>Governors confirmed their agreement to proceed with the Full Governing Body meeting scheduled for Tuesday 17th March 2026.</p> | |
| 2c | <p>Return to school update</p> <p>The Headteacher reported on the return to school:</p> <ul style="list-style-type: none"> - Reception and Nursery pupils have settled in well. - The NQT supply teacher in Year 5 is being supported by the Deputy Headteacher. - All Early Career Teachers (ECTs) from the previous academic year have successfully completed their second year of induction and are now fully qualified teachers. <p>Governors offered their congratulations to the staff involved.</p> <ul style="list-style-type: none"> - Year group vacancies as follows: | |

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| | <p>1 place in Reception 4 places in Year 1 13 places in Year 2 21 places in Year 3 7 places in Year 4 8 places in Year 5 6 places in Year 6</p> <p>A Governor raised concerns about the financial impact of the high number of vacancies. The Headteacher agreed, confirming that the school is currently 60 pupils below capacity, resulting in an estimated £250,000 reduction in funding.</p> <p>The Headteacher discussed the high number of vacancies in Year 3 and suggested a potential proposal to reduce the current three classes to two, with approximately 34 pupils in each, in response to declining pupil numbers. Although this is not currently practical due to the limited size of the Year 3 classrooms, it may become a viable option in subsequent year groups where classrooms are larger (Years 4, 5, and 6). Implementing this change would require an additional member of staff to support the increased class sizes. The Headteacher noted that the end of Year 3 could present a suitable time to introduce this change.</p> <p>A Governor asked if the low pupil numbers in Year 3 were related to challenges within the Year 3 cohort. The Headteacher said it was mostly families moving out of London or to a school nearer to home.</p> <ul style="list-style-type: none"> - There are currently 27 children enrolled in Nursery: 15 accessing 30-hour provision, 9 attending morning sessions, and 3 attending afternoon sessions. | |
| 2d | <p>Attendance update</p> <p>Head reported on attendance figures and noted there has been an improvement.</p> | |
| 2 2a | <p>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</p> <p>Keeping Children Safe in Education (KCSiE 2025)</p> <p>Governors to confirm on GovernorHub they have read Part 1 and Annex A in Keeping Children Safe in Education.</p> <p>Chair asked Governors to ensure they are up to date with training, new training courses have been published on GovernorHub.</p> <p>The Headteacher gave an update on recent changes to Keeping Children Safe in Education 2025.</p> | All Governors. |



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| 2b | <p>CES Policies, School Admissions Policy 2026-27 and school policies</p> <p>The following policies were circulated to Governors before the meeting for review:</p> <ul style="list-style-type: none"> - Admissions Policy 2027–2028 - Appraisal Policy and Procedure for Teachers - Disciplinary Policy and Procedure - Capability Policy and Procedure - Sickness Absence Policy and Procedure - Grievance Resolution Policy and Procedure <p>Governors discussed the Disciplinary Policy and Procedure. A Governor expressed that the format and flow of the policy were not intuitive and could be clearer.</p> <p>Governors discussed the appointment of the Disciplinary Manager. It was noted that it was particularly difficult finding a governor, not the Chair or Vice Chair, available to be the Disciplinary Manager as stated in the Disciplinary Policy.</p> <p>It was noted that the Disciplinary Policy is aligned with ACAS guidance, and if it were not, it could be open to challenge.</p> <p>The Headteacher confirmed that the school buys into Ealing HR for advice, but final decisions rest with the school leadership.</p> <p>Governor emphasised the importance of ensuring policies are not only robust but also properly implemented in practice.</p> <p>All listed policies were formally approved and adopted by the Governing Body.</p> | |
| 2c | <p>Subject Responsibilities</p> <p>See point 1h.</p> | |
| 3 | <p>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 3</p> | |
| 3a | <p>Approval of School Journey 2026</p> <p>Governors discussed the change of centre for the School Journey.</p> <p>The Headteacher explained that the school has historically attended Boreatton Park PGL in Shropshire for the residential trip.</p> <p>The Deputy Head reported that alternative PGL centres have been explored, including Marchants Hill, located near Guildford. This centre is approximately three hours closer than Boreatton Park and offers a significant reduction in transport costs. The cost of the coach for Boreatton Park is nearly £4,000, compared to less than £2,000 for Marchants Hill.</p> | |



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| | <p>It was also noted that 10 pupils did not attend Boreatton Park this year, possibly due to cost or travel-related concerns.</p> <p>Governors agreed that the closer location at Marchants Hill would be more beneficial for pupils and more cost-effective.</p> <p>The School Journey to Marchants Hill PGL was approved by the Governing Body.</p> | |
| 3b | <p>Buildings Update</p> <p>The Headteacher reported:</p> <ul style="list-style-type: none"> - A new extractor fan has recently been installed in the kitchen. - Water quality checks were carried out over the summer, and no issues were identified. - Fire and intruder alarm systems were also tested during this period. - There was a blockage in the Year 5 boys' toilets over the summer, which was cleared by the contractor, Moans. - Work was carried out on the clamber stack, where damaged retaining wall posts were removed. To secure the remaining structure, metal bands have been fixed into the timber. <p>The Headteacher confirmed that the school buildings were not hired out for private parties during the summer break. External providers, including Italian Club and My Little Chef, are hiring school facilities for after-school activities.</p> <p>A Governor asked for an update on the neighbour's damp claim. The Headteacher confirmed that the matter was referred to Ealing Council's Loss Adjuster, and there has been no further update at this time.</p> | |
| 3c | <p>Health and Safety</p> <p>The Headteacher reported that a pupil sustained a minor graze to the nose and cheek after jumping onto a bin, causing the lid to fall on the child. Although the lid had been previously secured, it had worked loose over time. Site staff have been instructed to carry out regular checks on all bins to ensure they remain safe and secure.</p> | |
| 3d | <p>Safeguarding</p> <p>No updates.</p> | |
| 3e | <p>Academisation</p> <p>The Headteacher circulated the document 'Proposed Academy Conversion of St. Joseph's Catholic Primary School' and apologised for not sharing it with Governors in advance of the meeting.</p> <p>A Governor clarified that the document was provided for information purposes only and said Governors are not required to</p> | |



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| | <p>formally approve the document, they must confirm that they have read and understood its contents. The Headteacher agreed.</p> <p>Governors reviewed the document, and no comments were raised.</p> <p>The Co-Chair reported on attendance at a Chairs' Academisation Meeting, noting that a draft Scheme of Delegation was discussed. The Headteacher added that both the TUPE process and finalisation of the Scheme of Delegation will take place prior to conversion.</p> | |
| 4. | <p>AOB</p> <p>Co-Chair reported an Equality, Race and Diversity training is taking place on Thursday 16th October at 9am to 12pm – Governors are invited to attend.</p> | |
| | <p>The meeting finished at 8.20pm.</p> | |

Almantal - 09/12/2025 .