



# St. Joseph's Catholic Primary School

Tuesday 7<sup>th</sup> December 2021

## Minutes of Full Governors Meeting

Via Zoom

**PRESENT:** Julian Rakowski, Headteacher (JR), Gerard McMahon (GM), Philip Stark, Chair of R&C Committee (PStark), Patricia Salume (PSalume), Edyta Marciniuk (EM), Anita Marshall, Chair of Governors (AM), Hilary Turner (HT)

**OBSERVER:** Kate Kenny, Deputy Headteacher

**CLERK:** Cath McNee

Item	Discussion	Action
1a	Headteacher started the meeting with a prayer.	
1b	<b>Apologies</b>  Apologies were received and accepted from Louise Brooks, Fr. Cristiano Braz, Danita Rowlands and Una Whybrew.  Priya Sakorkar – no apologies received.	
1c	<b>Chairs Action and Report</b>  The Chair updated Governors on the status of Foundation Governor applications.  <i>The Chair enquired about Safer Streets.</i> The Headteacher said a new sign and camera will be erected shortly.  <i>The Chair asked the Headteacher about rising Covid cases.</i> The Headteacher said we have officially entered 'Amber'. In order to qualify for 'Amber' status 10% of a class need to be Covid positive and two classes have met the threshold, the parent body have been informed via letter. The Headteacher said children will be kept in 'bubbles', there will be no live performances to parents and cleaning will be kept up. The Chair and Headteacher agreed it is unfortunate restrictions have been reinstated and parent events cancelled. The Headteacher said we have vulnerable children and staff in school and we need to look after them, we have a duty to keep everyone safe.  The Headteacher informed Governors Version 23 of the Risk Assessment has been uploaded on the school website.	

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1d	<p><b>Accuracy and matters arising from last minutes – 28 September 2021</b></p> <p>Minutes of Meeting from 28 September 2021 were agreed and approved by Governors.</p> <p>The Chair informed Governors the extra day holiday for the Queens Jubilee has been confirmed for 6<sup>th</sup> June 2022, this was shared with parents in the school newsletter.</p>	
1g	<p><b>Matters arising from the minutes not on the agenda</b></p> <p>None.</p>	
1h	<p><b>Refresh of TLR attached Governors</b></p> <p>No change to list of TLR Governors.</p>	
1i	<p><b>Governor's Action Plan</b></p> <p>None.</p>	
1j	<p><b>Any urgent business pre-notified to Chair</b></p> <p>None.</p>	
1k	<p><b>Register of Interests</b></p> <p>The Clerk asked Governors to update their Register of Interests on GovernorHub.</p>	
1l	<p><b>Declaration of Interest</b></p> <p>None.</p>	
1k	<p><b>Governor Code of Conduct</b></p> <p>The Clerk asked Governors to update their Code of Conduct on GovernorHub.</p>	
1l	<p><b>AOB</b></p> <p>None.</p>	
2.	<p><b>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part 1.</b></p>	
2a	<p><b>Adoption of Resources and Compliance Terms of Reference</b></p> <p>2021 Resources and Compliance Terms of Reference were adopted by Governors. Chair of Governors will sign the terms of reference at a later date.</p>	
2b	<p><b>Receive, review and challenge Resources and Compliance Minutes of Meeting – 14 October 2021</b></p>	

	14 October 2021 R&C Minutes of Meeting were received and reviewed by Governors.	
2c	<p><b>Adoption of Standards and Outcomes Terms of Reference</b></p> <p>2021 Standards and Outcomes Terms of Reference were adopted by Governors. Chair of Governors will sign the terms of reference at a later date.</p>	
2d	<p><b>Receive, review and challenge Standards and Outcomes Minutes of Meeting – 19 October 2020</b></p> <p>19 October 2021 Standards and Outcomes minutes of meeting were received and reviewed by Governors.</p>	
3	<p><b>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part 2.</b></p>	
3a	<p><b>Review Governors Action Plan</b> – circulated to Governors before the meeting</p> <p>Headteachers and Governors reviewed the Governors Strategic Action plan published in September 2020 with actions highlighted.</p> <p>The following was noted:</p> <ul style="list-style-type: none"> <li>- Strategic Intention 1 <ul style="list-style-type: none"> <li>o New website is live</li> <li>o Newsletter to be updated</li> <li>o 3 staff have requested social media be part of their performance management target, this will help with social media profiles.</li> <li>o New marketing materials/school brochure has been produced</li> </ul> </li> <li>- Strategic Intention 2 <ul style="list-style-type: none"> <li>o A letter sent to parents regarding starting a discussion group resulted in 2 interested parents. Meeting to be organised.</li> <li>o Recovery curriculum. Children are beginning to close gaps.</li> </ul> </li> <li>- Strategic Intention 3 – everything has been done</li> <li>- Staff and Children's Wellbeing Committees are up and running.</li> <li>- Strategic Intention 4 – Skilled staff-we are strong within the Deanery.</li> <li>- Strategic Intention 5 – Financial planning is ongoing.</li> <li>- Strategic Intention 6 – Governor pictures need to be put up. Next meeting in January Governors will be photographed for the Governors board. It is important for Governors to be visible.</li> </ul> <p><i>Governor asked if the school brochure had been given to local estate agents. Headteacher said yes but now the brochure needs to be given to estate agents further away.</i></p> <p><i>Governor asked if it would be worth evaluating the success of the brochure to see if it brings in more families/generates more pupils.</i></p>	

	<p>Headteacher said the brochure cost £3k so even it generates one extra pupil then it's worth it.</p> <p><i>Governor asked if the school brochure is at the back of the church.</i> The Headteacher said he is concerned it would be wasted at the back of the church. Governor said families that come to the church will already know about the school.</p> <p><i>Governor asked if it's possible to show evidence of the gaps closing.</i> The Headteacher said he hopes to be able to show evidence later in the year of children in the gaps.</p> <p>The Chair referred to page 4 of the Governors' Strategic Action Plan and said 'overall absence' should read 'overall attendance'. Headteacher agreed.</p> <p>The Chair referred to Budget information within the document and said toilet refurbishment has been completed. Headteacher will update the document to show this.</p>	
3b	<p><b>Review Autumn Headteachers Report</b> – circulated to Governors before the meeting</p> <p>Headteacher and Governors reviewed the Autumn 2021 Headteachers Report.</p> <p>Headteacher and Governors discussed the nursery intake. <i>Governor asked if Nursery parents are being supported.</i> Headteacher said yes. Headteacher said due to Coronavirus it was not possible to meet with nursery children or families before children started in nursery.</p> <p>Governor commented that it is good children in the early years have made progress in one term.</p> <p>The Chair thanked staff for their hard work in these challenging times.</p>	
4c	<p><b>Review Inspection Data Summary Report</b></p> <p>Headteacher said Ofsted inspectors have a Primary Inspection Data Summary Report. Nothing has changed since 2019 and Ofsted will base their assumptions on 2019 Inspection Data.</p>	
4	<p><b>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part 3.</b></p>	
4a	<p><b>Update on change of Phonics Programme</b></p> <p>Covered in the Headteachers Autumn 2021 report.</p>	
4b	<p><b>Consider and approve 2022/23 Term Dates</b></p> <p>Governors approved the 2022/23 term dates.</p> <p>AM proposed</p>	

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	HT seconded	
4c	<p><b>Review of Policies – circulated to Governors before the meeting</b></p> <p>Headteacher asked Governors if any comments or questions regarding the policies. None were received.</p> <p>The following policies were approved and adopted by Governors:</p> <p>Attendance Policy  Complaints Procedure Policy  Freedom of Information Policy &amp; Publication Scheme  Quality Assurance Policy at St. Joseph’s Catholic Primary School for Students and Trainees  Remote Learning Policy  Safeguarding Policy  Public Interest Disclosure Policy (Whistleblowing Policy)</p> <p>Comments were received on the Staff Wellbeing Policy.</p> <p><i>Governor suggested a change to the Staff Wellbeing Policy, as below:</i></p> <p>Aims – include new bullet point:</p> <ul style="list-style-type: none"> <li>• Embrace the many school practices that support staff health and well-being and, to minimise the harm from stress and ensure there is cohesion and progress in working towards the health and well-being of all staff.</li> </ul> <p>Managing specific wellbeing issues – amend first bullet point to read:</p> <ul style="list-style-type: none"> <li>• Respond sensitively and flexibly to external pressures that impact on staff lives whilst at the same time ensuring the efficient running of the school</li> </ul> <p>Managing specific management issues / throughout Covid – could put in DfE reference points for staff.</p> <p>Headteacher will include comments.</p> <p>Governors requested amendments to the Staff Wellbeing Policy should be presented to the well-being committee.</p>	JR
4d	<p><b>TLR updates</b></p> <p>The Chair reminded staff to organise their TLR meetings. Headteacher will send a list with contact details.</p> <p>Headteacher has met with Science, DT and Art.</p>	JR
4e	<p><b>Health and Safety Update</b></p> <p>The Headteacher said Health and Safety Governor came into school and did a ‘walk around’.</p> <p>Health and Safety issues noted were:</p> <ul style="list-style-type: none"> <li>- Tree growing out of chimney needs to be looked at</li> </ul>	

	<ul style="list-style-type: none"> <li>- Lower phase play area does not have a maintenance agreement. A full overhaul can take place after September 2022. The tunnel area has been closed due to rivets scratching children. Rough areas can be sanded down.</li> <li>- Netting to be installed on the infant fence which backs onto Springfield Road.</li> </ul> <p>Health and Safety Governor said it was not possible to hold a full meeting due to Covid restrictions within school, a full meeting will take place in Spring 2022.</p> <p>Headteacher said a fire drill has taken place in the Middle and Upper phases. Lower Phase fire drill will take place shortly.</p>	
	Meeting finished at 8.20pm.	

*A Marshall* - 21/01/2022  
A MARSHALL.