

St. Joseph's Catholic Primary School

Wednesday 6th May 2020

Minutes of Full Governors Meeting

Remote meeting via Zoom

PRESENT: Julian Rakowski (JR), Eileen Mullin (EM), Anita Marshall (AM), Maggie Jones (MJ), Gerard McMahon (GM), Philip Stark (PStark), Hilary Turner (HT), Priya Sakorkar (PSakorkar), Patricia Roche-Salume (PR-S), Louise Brooks (LB), Una Whybrew (UW)

OBSERVER: Kate Kenny

CLERK: Cath McNee

Item	Discussion	Action
1a	The Headteacher started the meeting with a prayer.	
1b	Apologies Danita Rowlands was not admitted to Zoom meeting.	
1c	Accuracy and matters arising from last minutes – 22nd January 2020 Governor enquired about point 3a, Assessment Update in the minutes and asked about the assessment grid. The Headteacher said the data had not been collected to update the assessment grid as school closed due to Covid-19. Governor enquired about point 4, AOB - Juniper School Uniform Shop. The Headteacher said the discount Juniper was prepared to offer St. Joseph's was negligible so not worth going for exclusivity, the matter will be reviewed again in January 2021. Minutes of meeting were agreed and signed by the Clerk.	
1d	Matters arising from the minutes not on the agenda None.	
1e	Chair's Action and report The Chair said she was grateful and appreciative of what the school is doing for children of keyworkers and vulnerable pupils. A Governor commented on the 'toilet roll' video produced by staff and said it was great and children loved it.	

1f	<p>Any other urgent business pre-notified to Chair</p> <p>None.</p>	
1g.	<p>Declaration of Interests</p> <p>Louise Brooks declared she is married to staff member Ed Brooks.</p>	
2. 2a	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part 1.</p> <p>Reception Toilet Block</p> <p>A proposed plan for the Reception toilet block and quote from DHP had been circulated to Governors before the meeting.</p> <p>The Headteacher informed Governors the Reception toilets are not fit for purpose and in need of refurbishment. A meeting was held with a surveyor from DHP, Site staff and the Headteacher to discuss a new plan for the Reception toilets.</p> <p>Governors reviewed the proposed plan and quote from DHP.</p> <p>The Headteacher said we need to think about the costs of asbestos and steel.</p> <p>The Headteacher said the £160k quote from DHP will be challenged as it was a quote made up from previous estimates and steel / asbestos charges. The quote can also be reduced depending on the fixtures and fittings chosen. The Headteacher informed Governors a 'ball park' figure from Woodlands was £30k per room, 4 rooms totalling £120k.</p> <p>A Governor asked if the quote from DHP included the 12% Diocesan charge and VAT. The Headteacher said the quote does include the 12% Diocesan charge, but he was not sure if VAT has been added.</p> <p>A Governor asked if the quality of the sanitary ware provided by Woodlands in previous work in the school is ok? The Headteacher said some of the stalls are showing signs of wear and tear. The Headteacher said site staff have a wealth of experience in this area and will drive a hard bargain.</p> <p>A Governor asked if the work would go out to tender. The Headteacher confirmed the Reception toilets refurbishment will be put to tender.</p> <p>The Headteacher informed Governors the first step was to get the asbestos testing done.</p> <p>Governors agreed to commence with asbestos testing.</p> <p>Governors were asked if they agreed to proceed with the Reception toilet block refurbishment. All Governors agreed.</p>	

	MJ Proposed PS Seconded	
2b	<p>Recruitment of additional staff</p> <p>The Headteacher informed Governors two children have received EHCP's (Educational Health Care Plans) with funding totalling £18K and £13K respectively, they will require TAs working with them.</p> <p>The Headteacher said a part-time Receptionist is required for the office for general admin work - half day cover in the morning.</p> <p>Recruitment of TA's and part-time Receptionist was agreed by Governors. MJ Proposed HT Seconded</p> <p>Governors had a brief discussion and agreed to pause recruitment on the part-time Receptionist until more is known on what the situation will be like in September.</p>	
2c	<p>Foundation Governor Numbers</p> <p>The Headteacher informed Governors the Diocese suggested we reduce the number of Foundation Governors as we have not been able to fill 10 Foundation Governor posts.</p> <p>Governors discussed the Constitution and number of Foundation Governors.</p> <p>A Governor said when the Constitution was last amended it was found that Foundation Governors needed to have a majority of 2 more than all other Governors together. The Governor said he will confirm this. Clerk will check with Ealing Governance.</p>	GM Clerk
2d	<p>GovernorHub</p> <p>The Chair informed Governors she took part in the GovernorHub training and asked the Clerk to give a brief overview of GovernorHub.</p> <p>A Governor said she is familiar with GovernorHub and has found it to be beneficial and worth considering, it would be worth buying into for a year.</p> <p>A Governor who took part in the training said she was sceptical and was not sure if it offered anything extra.</p> <p>The Chair said GovernorHub are offering a free trial until September.</p> <p>Governors agreed to sign up for the free trial of GovernorHub until September 2020.</p> <p>EM Proposed HT Seconded</p>	

3	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part Two.</p>	
3a	<p>To enquire into and approve budget for 2020/2021</p> <p>The budget was circulated to Governors before the meeting for review.</p> <p>The Headteacher informed Governors:</p> <ul style="list-style-type: none"> - High needs funding has not been received yet, roughly £85k. - Early morning drop-off club is a loss leader and the price may have to be increased to £1.00 per session. - New part-time Receptionist has not been added to the budget - Last year there was £30k in miscellaneous, nothing in miscellaneous this year. £30k will need to be taken out of surplus and put into miscellaneous. <p>A Governor asked if the £30k in miscellaneous last year was used. The Headteacher said last year's £30k was used up and was added to as well.</p> <p>A Governor asked when will the numbers be finalised and high needs money received. The Headteacher said within the next two weeks.</p> <p>The Headteacher said there are two options for approving the budget:</p> <ol style="list-style-type: none"> 1. Approve the budget and hope to get £85k high needs funding. 2. Have another meeting to approve the budget once high needs funding figures are in. <p>The Chair said her preference would be to hold another budget meeting once all the figures are in to approve the budget. All Governors agreed.</p> <p>A Governor commented that the numbers of pupils on the front sheet of the budget was incorrect. The Headteacher said he would mention this to our School Bursar.</p> <p>A Governor enquired if there have been any cost savings due to the pandemic? The Headteacher said the cost savings have been minimal, the LEA recommended staff remain on full salary and no staff have been furloughed. Free school meal vouchers and PPE can be claimed back from the Government and a grant is available for computers for children under 11 years' old who are known to social services.</p> <p>The Headteacher and Governors talked about how school may reopen to children, the Headteacher said he is awaiting further information from the Prime Ministers announcement on Sunday 10th May. The Headteacher said:</p> <ul style="list-style-type: none"> - Most classrooms have dividing doors that can be opened, with one class per year group in - 7 school entrances can be utilised 	

	<ul style="list-style-type: none"> - No parents will be allowed in school - 500 masks have been purchased <p>A Governor said staff welfare needs to be considered, social distancing, staff room, car parking and school meals etc. The Headteacher agreed.</p> <p>A Governor enquired about performance management. The Headteacher said performance management needs to happen throughout the year, teachers need to meet targets but can't because children are not in school.</p> <p>A Governor said performance management needs to be done in a consistent and fair way.</p> <p>The Headteacher said he needs to be advised by Ealing HR regarding performance management and will keep Governors informed.</p>	<p>JR</p>
	<p>The meeting finished at 8.15pm.</p>	