



St. Joseph's Catholic Primary School

Tuesday 29 September

Minutes of Full Governors Meeting

Remote meeting via Zoom

PRESENT: Julian Rakowski (JR), 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), Danita Rowlands (DR), Father Cristiano Braz (FCB)

OBSERVER: Kate Kenny

CLERK: Cath McNee

Item	Discussion	Action
1a	Father Cristiano Braz started the meeting with a prayer.	
1b	Apologies Una Whybrew – apologies accepted.	
1c	Chairs Action and Report None.	
1d	Election of Chair Clerk informed Governors of nominations received for the position of Chair. Governors discussed the nominations. Maggie Jones was unanimously appointed as Chair of Governors for a 1-year term. A Governor requested the Clerk remind Governors not to nominate for Chair or Vice Chair without checking with the nominee first.	All Governors to note
1e	Election of Vice Chair Clerk informed Governors of nominations received for Vice Chair. Governors discussed nominations. Philip Stark was unanimously re-appointed as Vice Chair of Governors.	

CM, Clerk to Gov.
8/12/2020

1f	Accuracy and matters arising from last minutes – 14 July 2020 Minutes of meeting were agreed by Governors and signed by the Clerk. Vice Chair referred to point 2b in the minutes 14 th July 2020 and enquired about Ten Ten. The Headteacher said Ten Ten productions were not something that work for school at this time and cost around £400.	
1g	Matters arising from the minutes not on the agenda None.	
1h	Refresh of TLR attached Governors The Headteacher agreed to send Governors the current list of TLR attached Governors for a review.	JR/CM
1i	Governors' Action Plan The Headteacher said Governors action plan should include academic priorities, routine after Covid-19, recovery curriculum, mental health. Governors agreed the existing Governor Action Plan should be circulated and updated to reflect current situation with Covid-19. The Chair agreed to set up a working Group to discuss Governors agreed the updated Governors Action Plan will be reviewed at the next full GB meeting in December.	JR MJ
1j	Any urgent business pre-notified to Chair None	
1k & 1l	Register of Interest and Declaration of Interest Clerk asked Governors for their agreement to move the Register of Interests and Declaration of Interest online – Governors will complete and update forms via GovernorHub. Governors agreed.	All Governors
1m	AOB / Confidential items None.	
2.	Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part One.	
2a	Return to School The Headteacher said the return to school has been successful. The headteacher informed Governors:	

	<ul style="list-style-type: none"> - Staff and children are temperature checked on arrival - Staggered start times in place - Year groups are in bubbles - Pick up and exit procedures have been changed as safety issues arose from parents and children standing in the road. Since the change pick-up has settled down. - Children and staff have been fantastic at adopting the new routines. <p>The headteacher said he is expecting a year group to be quarantined at some point due to children and parents mixing outside the school gates.</p> <p>A Governor asked what percentage of children were back at school. The Headteacher said the numbers had varied but currently about 92% are in school.</p> <p>The Headteacher informed Governors about the number of pupil vacancies in school:</p> <table> <tr> <th>Year Group</th> <th>Number of pupil vacancies</th> </tr> <tr> <td>Nursery</td> <td>4</td> </tr> <tr> <td>Reception</td> <td>1</td> </tr> <tr> <td>Year 1</td> <td>7</td> </tr> <tr> <td>Year 2</td> <td>8</td> </tr> <tr> <td>Year 3</td> <td>Full</td> </tr> <tr> <td>Year 4</td> <td>10</td> </tr> <tr> <td>Year 5</td> <td>4</td> </tr> <tr> <td>Year 6</td> <td>3</td> </tr> </table> <p>The Headteacher said 37 places are available and St. Joseph's is in a better position than some other schools in Ealing. Children have left due to parents losing jobs, families moving back to Poland or families moving out of London. The Headteacher said we need to ensure parents want to continue sending their children to St. Joseph's.</p> <p>A Governor asked if due to Covid-19, has it been difficult to get parents into view the school? The Headteacher said parent tours have taken place on Friday evenings in groups of 10.</p> <p>A Governor asked if a PowerPoint presentation is available for parents to view on the school website. The Headteacher said he prefers to have parent tours on Friday evening but will ensure the PowerPoint is available on the school website.</p>	Year Group	Number of pupil vacancies	Nursery	4	Reception	1	Year 1	7	Year 2	8	Year 3	Full	Year 4	10	Year 5	4	Year 6	3	JR
Year Group	Number of pupil vacancies																			
Nursery	4																			
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Year 5	4																			
Year 6	3																			
2b	<p>Support – pupils with SEND, EHCPs, disadvantaged</p> <p>The Headteacher informed Governors the number of children with EHCPs, social workers and children on the SEN register.</p> <p>The Headteacher said the SENCO was working with teachers to ensure children were getting the help they need. The SENCO is currently busy with referrals for children in Nursery and Reception.</p>																			

	<p>A Governor asked about children with Autism and the change in routines. The Headteacher said children with Autism do not cope well with change in routine but staff are trained to help these children cope.</p>	
	<p>Staffing</p> <p>The Headteacher gave Governors an update on staffing levels and said he felt staff are generally happy.</p> <p>The Headteacher said a new Sports Apprentice has been appointed.</p> <p>The Headteacher referred to the Recovery Plan and said children who need extra help have been identified. The Government has released extra funding - £80 per child, this money will be received in tranches and the first £40 per child has been received. The Headteacher said he may get extra staff in or use current staff.</p> <p>The Headteacher said children washing their hands was taking too long. Each classroom has now been fitted with their own hand sanitiser at a cost of £600. On arrival children sanitise their hands and then wash their hands.</p> <p>A Governor asked if staff absence has been covered internally? The Headteacher said no, supply staff have been brought in to cover staff absence. After 15 days of staff absence the insurance kicks in to cover costs.</p> <p>A Governor asked if there had been any difficulty in getting supply staff? The Headteacher said he had no difficulty in getting supply staff. The Deputy Headteacher said we had been lucky with supply teachers and have had 2 excellent supply teachers and one Higher Level Teaching Assistant (HLTA). HLTA's cover Monday and Friday.</p>	
2c	<p>Pupil / staff well being</p> <p>The Headteacher said children are glad to be back at school and want to work. Children's work ethic has slipped slightly. Staff are finding the balance and helping children get back into routine.</p> <p>The Headteacher said staff see him and the Deputy Headteacher with issues.</p> <p>The Headteacher informed Governors many staff completed the Mental Health Course.</p>	
2d	<p>Communication with families</p> <p>The headteacher informed Governors communication with parents is through letters and the weekly newsletter.</p> <p>The Headteacher said Parents Evening will be held online. The Headteacher said previously the first parents evening would be an informal meeting and generally only the parents of children who were doing well would attend. This has now been changed to a formal</p>	

	parents evening. Reception will hold 'touch base' meetings with parents.	
2e	<p>Finance and resources</p> <p>The Headteacher informed Governors there has been an overspend on Covid-19 resources and supply staff and it may be necessary to dip into surplus.</p> <p>The Headteacher said Government gave schools extra money for Covid-19 resources in July but no more has been received since.</p>	
2f	<p>Contingency plans inc. remote provision of schooling</p> <p>The Headteacher said remote education provided during lockdown was fantastic and staff became more adventurous after Easter.</p> <p>The Headteacher said the Government want to ensure remote learning.</p> <p>The Headteacher informed Governors Microsoft Teams has been set-up in school and training will be provided to ensure lessons online.</p> <p>The Headteacher said we cannot provide live stream lessons as we need to ensure all children have access to some learning. Recorded lessons will be provided.</p> <p>A Governor asked how children have coped and if they are far behind? The Headteacher said children have lost stamina, the ability to work for a long period of time. The Headteacher said children have suffered a lot but he is confident in the resilience of our children and staff to push the learning. The lowest attaining children have suffered the most.</p> <p>A Governor asked about children who are out of class isolating for 14 days? The Headteacher said teachers will put together worksheets relative to what they have been learning in class.</p>	

3	Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part Two.	
3a	<p>Safeguarding Policy and Safeguarding Policy Addendum</p> <p>Policies were circulated to Governors before the meeting for review.</p> <p>The Headteacher informed Governors the Safeguarding Policy is the same policy as before but dates have been changed. The new Safeguarding Policy Addendum has been added to cover Covid-19 related issues.</p> <p>Governors had a brief discussion regarding the policy.</p> <p>Safeguarding Policy and Safeguarding Policy Addendum were approved by the Governing Body.</p> <p>PS Proposed HT Seconded</p>	
3b	<p>Keeping Children Safe in Education (KCSIE 2020)</p> <p>The Headteacher reminded Governors to tick the box in GovernorHub to confirm they have read Keeping Children Safe in Education.</p>	All Governors
3c	<p>Behaviour Policy and Behaviour Policy Addendum</p> <p>Policies were circulated to the Governors before the meeting for review.</p> <p>A Governor asked if the Behaviour Policy Addendum had been shown to parents. The Headteacher said the policy will be mentioned in the newsletter and on the school website once approved.</p> <p>Behaviour Policy and Behaviour Policy Addendum was approved by the Governing body.</p> <p>PS Proposed MJ Seconded</p>	JR
3d	<p>Re-adoption of CES policies for employment: capability, sickness, disciplinary</p> <p>The Vice Chair commented that the CES policies had not be circulated to Governors before the meeting. The Headteacher said policies will be circulated to Governors after the meeting for their information. It was noted that these are the standard Westminster Diocese Policies updated annually to accommodate any legislative/legal changes.</p> <p>CES policies were re-adopted by the Governing Body.</p>	JR/CM

CM

	MJ Proposed PS Seconded	
4	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 4	
4a	Approval of School Journey 2021 The Headteacher informed Governors the school journey usually takes place in September but has been moved to May 2021, after SATs due to Covid-19. The Headteacher asked Governors to approve the School Journey for September 2021 or during that academic year 2021/22 depending on circumstances. Governors agreed and approved the school journey 2021/22.	
4b	Approval of Admissions Policy 2022/2023 Admissions policies for Nursery and Reception were circulated to Governors prior to the meeting for review. Governors had a brief discussion regarding the policies and minor typos within the documents were noted by the Headteacher for amending. A Governor asked how parents get the Supplementary Information Form. The Headteacher said Ealing give parents a leaflet with all the information on, parents are also made aware when applying on-line and parents are informed during the school tour. The Governing body approved the Admissions Policy 2022-23 and Nursery Admissions Policy 2022-23. AM Proposed MJ Seconded	JR
4c	Review and approve Governor Code of Conduct Governor Code of Conduct was circulated to Governors before the meeting for review. The Governing Body approved the Code of Conduct. HT Proposed MJ Seconded	
5	Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 4	
5a	Teacher appraisal in light of Covid-19 Headteacher informed Governors teacher performance management meetings are currently being scheduled. The Headteacher said it	

	has been difficult for staff to meet targets due to lockdown. Teacher performance will be measure up until February 2021. During lockdown work on planning, phone calls and home schooling will be taken into consideration.	
5b	<p>HT Performance Management</p> <p>Headteacher left the room for this discussion.</p> <p>The Vice Chair informed Governors the Headteacher performance management meeting took place on 12th March 2020. Governors in attendance were Eileen Mullin, Louise Brooks and Philip Stark and external advisor Hazel Callaghan.</p> <p>The Vice Chair gave a brief overview to Governors and said recommendations from the performance management meeting had been communicated to Ealing.</p> <p>The Vice Chair said the Headteacher and Senior Leadership Team had put in a huge amount of work over the summer and expressed appreciation on behalf of the Governing Body.</p> <p>Governors endorsed the hard work of all staff.</p>	
	<p>AOB</p> <p>The Governing Body expressed their thanks to Eileen Mullin for her hard work, kindness and wisdom over the years for her work within the Governing Body.</p>	
	Meeting finished at 9pm	

C. McNee
8/14/2020
Clerk to Gov.