

St Joseph's Catholic Primary
Tuesday 10th December 2019
Minutes of Full Governors Meeting

PRESENT: Julian Rakowski (JR), Eileen Mullin (EM), Anita Marshall (AM), Danita Rowlands (DR), Philip Stark (PS), Maggie Jones (MJ), Gerard McMahon, Louise Brooks (LB), Fr Cristiano Braz (FC), Patricia Salume-Roche (PSalume), Hilary Turner (HT)

OBSERVER: Kate Kenny

CLERK: Catherine McNee

Item	Discussion	Action
1a	FC started the meeting with a prayer.	
1b	Apologies Apologies were received from Una Whybrew.	
1c	Accuracy and matters arising from the last minutes Minutes were agreed.	
1c	Matters arising from the minutes not on the agenda The Headteacher said due to no formal vote taking place at the last full Governing Body meeting on the new school logo Governors were asked to vote via email. The Clerk informed Governors 9 votes were received in favour of the new St. Joseph's logo out of a possible 13 votes. The new St. Joseph's logo was re-affirmed and approved by Governors.	
1e	Chairs Action and Report The Chair informed Governors the School Development Plan will be ready in January 2020. The Chair invited Governors to attend the Advent Carol Service in church on Friday 13 th December at 7pm. The Chair informed Governors of a new 'Buddy System' being introduced and commended the member of staff for the new initiative. The Chair will report back to Governors on how the new Buddy system is working, children are currently being trained. The Headteacher informed Governors his Performance Management Committee meeting will be held during the week of 27 th January	

EM

	<p>2020. A representative from Ealing will attend the meeting along with 2 or 3 Governors, depending on availability. LB and PS stated they could be available depending on the day. GM and EM confirmed availability. The Headteacher will confirm the date and inform Governors.</p>	JR
1f	<p>Any other urgent business pre-notified to Chair</p> <p>None.</p>	
1g	<p>Declaration of interests</p> <p>LB is married to a member of staff.</p>	
1h	<p>Training</p> <p>A Governor commented that the pilot for Governors to observe Governing Body meetings at other schools sounded interesting. The Headteacher said he was open to the idea.</p> <p>The Headteacher advised Governors to register for Ealing CPD (Continuing Professional Development) and view available courses.</p> <p>A Governor enquired about safeguarding training and said in previous years training had been completed before Governing Body meetings. The Headteacher said this had not been done in recent years but would enquire.</p>	JR
1i	<p>TLR (Teaching and Learning Responsibility) update</p> <p>The Chair informed Governors that Science and Design & Technology Governor role will be covered by the Headteacher.</p> <p>The Maths Governor said the Maths TLR meeting will take place once the new maths scheme has been confirmed.</p> <p>The Chair informed Governor's the NQT observation notes will be completed in due course.</p> <p>The Modern Foreign Languages Governor asked the Headteacher who the TLR is for Spanish. The Headteacher will confirm at a later date.</p>	JR
2	<p>Governors' purpose: vision, ethos and direction, educational performance, financial performance. Part one.</p>	
2a	<p>Consider adoption of Terms of Reference for Resources and Compliance</p> <p>Resources and Compliance Terms of Reference 2019 were considered and approved by Governors. PS Proposed MJ Seconded</p>	

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<p>2b</p>	<p>Receive, review and challenge draft minutes of Resources and Compliance Committee, 16 October 2019</p> <p>The Headteacher responded to questions raised by Governor's in the minutes.</p> <ul style="list-style-type: none"> - Point 2b. The Headteacher said the figures differed on the Local expenditure report because expenditure had not been reconciled or money had not been vired. The totals were correct. - Point 2b. The Headteacher said budget heading Supplies and Services, Consultants Fees was made up of the following: <ul style="list-style-type: none"> o DHP £1,600 o School Counsellor £13,100 o SALT (Speech and Language therapist) £6,925 o Diocese £4,960 o Sports Apprentice £6,900 o Variance of £585 - Point 2e. The Headteacher informed Governors a new Sports Apprentice has been employed since 25 November 2019. There is an increase in salary due to age. <p>The Chair of Resources and Compliance Committee informed Governors the virement limit for the Resources and Compliance committee is £8,000 and referred to point 2d of the minutes.</p> <p>Full Governing Body subsequently endorsed and agreed £30,000 virement to Supply Education Support Staff.</p> <p>Resources and Compliance minutes of meeting 16 October 2019 were approved by Governors and signed by the Chair of R&C committee.</p>	
<p>2c</p>	<p>Consider adoption of Terms of Reference for Standards and Outcomes</p> <p>Standards and Outcomes Terms of Reference 2019 were considered and approved by Governors and signed by the Chair of Governors.</p> <p>EM Proposed LB Seconded</p>	
<p>2d</p>	<p>To receive, review and challenge draft minutes of Standards and Outcomes Committee, 29 October 2019</p> <p>The Chair of the Standards and Outcomes committee commented on point 2b of the minutes and said the Phonics Workshop held for parents was excellent and added that an evening workshop would be beneficial.</p> <p>A Governor commented that not enough notice was given to parents for the Year 1 Phonics Workshop, making it difficult work working</p>	

	<p>parents to attend. The Headteacher said he will organise another phonics workshop for parents in the new year.</p> <p>A Governor enquired about the curriculum statement in point 2c of the minutes and asked if the curriculum statement had been circulated. The Headteacher he will email a copy to the Governor.</p> <p>The Headteacher informed Governors there had been 1 racist incident between September and now.</p> <p>Standards and Outcomes minutes of meeting 29 October 2019 were approved by Governors and signed by the Chair of Governors.</p>	JR
3 3a	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part two.</p> <p>Review Autumn Headteachers Report</p> <p>Headteachers report was pre-circulated to Governors for review.</p> <p>The Headteacher read through the report with Governors.</p> <p>Main points noted:</p> <p>Religious Education Attainment</p> <ul style="list-style-type: none"> - RE book trawl completed and the quality was good - Staff continuing to get to grips with the new assessment framework. - RE Co-ordinator and Headteacher meeting with Diocesan Advisor to discuss RE in school <p>Catholic Life of the School</p> <ul style="list-style-type: none"> - Children in Years 3 to 6 attended Mass to celebrate the beginning of a new year at school - St. Joseph's lead the Deanery mass at the Abbey. - Year 6 trip to Boreatton Park took place - Fantastic assemblies this term - Successful pupil chaplain training held at St. Joseph's with 6 other schools attending the event. - Lots of preparation for Advent <p>FC informed Governors a new priest will be joining the parish on 28th December 2019.</p> <p>Quality of Teaching</p> <ul style="list-style-type: none"> - Book trawls took place - English and Maths books need to show more evidence of progress made - New guided reading scheme in place - Lots of guided writing taking place - Performance management reviews taking place 	

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Outcomes

- Outcome figures were reviewed.

A Governor asked the Headteacher how results are kept up and keep improving. The Headteacher said there is still room for improvement. Identifying weaker children and putting interventions in place. Making sure teachers know how to get children ready for Year 1 when National Curriculum assessment starts.

A Governor asked if teachers are getting better at earlier identification of children. The Headteacher said yes, staff have done well.

A Governor commented that staff retention is high, if you have continuity of staff, this helps. The Headteacher said yes, but we need to ensure success doesn't breed complacency. The Headteacher said 52 children in Nursery will be well prepared for Reception – 30 children in Nursery the year before.

The Headteacher said the curriculum is now about breadth of knowledge and because of this he is not looking to move staff around. A Governor said it made sense, we want staff to be confident with what they are delivering.

Personal Development, Behaviour and Welfare

- Children are well behaved
- Inset days taken place
- Year 6 trip
- Police talk for Year 6 children
- Bikeability in school for 4 weeks

A Governor enquired about behaviour in the after-school club. The Headteacher said Fit for Sport are responsible for the behaviour in the afterschool club but if parents have problems, he is happy to discuss it with them.

Leadership and Management

- Governors updated on staffing
- Governors discussed Admin staffing levels in the office

A governor asked when the school expanded why did Admin staffing levels not increase. The Headteacher said this was because pupil numbers increased over a period of time.

A Governor asked if overtime is paid to Admin staff. The Headteacher said we do have the ability to pay overtime but this is not a solution to the problem.

A Governor commented that stress and well-being are important and this needs to be looked at.

The Headteacher said he is going to cost a new part time staff member.

4.	Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part three.	
4a	Consider and approve term dates for 2020/21 Term dates for 2020/21 were approved by the Governing Body.	
	The meeting finished at 8.55pm	

Eileen Neulhin
22/1/20