

St Joseph's Catholic Primary
Wednesday 22nd January 2020
Minutes of Full Governors Meeting

PRESENT: Julian Rakowski (JR), Eileen Mullin (EM), Anita Marshall (AM), Danita Rowlands (DR), Philip Stark (PS), Una Whybrew (UW), Gerard McMahon, Hilary Turner (HT)

OBSERVER: Kate Kenny

CLERK: Catherine McNee

Item	Discussion	Action
1a	The Chair of Governors started the meeting with a prayer.	
1b	Apologies Apologies were received and accepted from Maggie Jones, Louise Brooks, Fr Cristiano Braz and Patricia Salume-Roche	
1c	Accuracy and matters arising from the last minutes – 10th December 2019 A Governor enquired about the launch of the new school logo and asked if there had been any comments from parents. The Headteacher said no negative comments have been received. The Chair of Governors said the new 'buddy system' is a positive move within the school and children were enthusiastic about it. The minutes were agreed and signed by the Chair of Governors.	
1c	Matters arising from the minutes not on the agenda None.	
1e	Chairs Action and Report The Chair distributed an updated Governing Body membership document for Governor information. The Chair referred to the termly Headteacher's Report. So that the HT does not have to talk through the whole document, the Governors were encouraged to read the Report beforehand, and raise any comments or queries requiring further explanation at the meetings.	

CM
Clerk 6-5-2020

1f	Any other urgent business pre-notified to Chair None.	
1g	Declaration of interests None.	
1h	TLR (Teaching and Learning Responsibility) update NQT report has been uploaded onto Governor Zone for review by Governors. SEN report is waiting for approval.	
1i	Training The Headteacher informed Governors training dates were emailed to Governors recently for their information and consideration.	
2	Governors' purpose: vision, ethos and direction, educational performance, financial performance. Part one.	
2a	To enquire and contribute to the draft School Development Plan (SDP) The School Development Plan 2020 – 2022 was distributed to Governors for review before the meeting. The Headteacher informed Governors the SDP sets out the strategy and development planning for 3 years. Governors were asked if they had any comments or questions regarding the SDP. Governors discussed the document. A Governor referred to page 6 of the plan and asked why the intention was 'to be the pre-eminent Catholic primary school in Ealing' as opposed to being the pre-eminent primary school in Ealing. The Headteacher said we need to be proud of our faith and we also need to highlight the 'Catholic' nature of our school. A Governor asked where the 6 strategic intentions of the SDP came from. The Headteacher said he put them together from our data and areas that he felt needed to be developed. A Governor referred to page 9 'To maintain high standards of progress in Nursery' and asked if the success criteria was ambitious enough for nursery? Headteacher said that for children to move from one age band to at least another at this age group was ambitious for Nursery children as they need to achieve a lot for their relative young age.	

CM

<p>A Governor referred to page 9 'Majority of children at end of Nursery are working emerging 40-60. Governor requested 'months' be added to the end of the sentence.</p> <p>A Governor referred to page 8 'For our children to know and be able to explain how they live out their faith'. Governor requested more detail added to the success criteria. Headteacher agreed.</p> <p>A Governor asked what expectations parents have of nursery. The Headteacher said the success we have in Reception is directly in relation to the work done in nursery, it stands children in good stead for life in St. Joseph's. The Deputy Head said everything the children do in nursery is to develop the children for Reception.</p> <p>A Governor referred to page 14, 'To support the physical and mental health...' Governor asked if further staff had attended the Mental Health course. The Headteacher said 2 staff members had attended and a further 2 staff will go on the training when the course is next being run. The Headteacher added, a new and free of charge Mental Health Awareness Training course is currently being offered to staff, parents and Governors.</p> <p>A Governor referred to page 14, 'Children understand how to keep safe online and how to seek help when needed' and asked how this can be evidenced? The Headteacher said it will be difficult to evidence but we will try through surveys and questionnaires etc. A Governor would like more detail added. Headteacher agreed.</p> <p>A Governor referred to page 21, 'To further embed 'Growth Mindset' and asked what 'growth mindset' was. The Headteacher said there are two types of mindset – fixed and growth and gave a brief explanation.</p> <p>The Chair referred to page 21, 'To continue to develop consistency of practice and expectations.' Review lunchtime provision across the school. The Chair asked to add 'buddy system'.</p> <p>A Governor referred to page 22, 'To improve attendance and punctuality of all pupil groups including Send and disadvantaged pupils.' Governor asked what is being done to improve attendance. The Headteacher said since closing the school gates at exactly 8.55am there has been a spike in children arriving to school late. Letters have been sent home and our Attendance Officer and Education Welfare Officer have been informed.</p> <p>The Chair referred to page 26 'To update governor roles to ensure clear vision, strategic approach and accountability' and asked how Governors will be judged. The Headteacher said Governors work together as a collective group.</p> <p>The Chair asked for clarification on ARSF, page 27. The Headteacher said it stands for Age Related Standards Framework, from the Diocese.</p>	
--	--

CM

	<p>A Governor referred to page 27, 'CAFOD to come for assembly presentation around Catholic Social Teaching' and asked for clarification on 'budget bid'. The Headteacher explained that in order to raise money for CAFOD, classes may need resources which will need to be thought about in the budget bid so that money can be raised.</p> <p>A Governor referred to page 33, and asked for clarification on 'Rising Stars'. The Headteacher said Rising Stars is a new maths scheme that has been purchased in order for teachers to spend less time planning maths and more time delivering maths lessons. The Headteacher said a lot of time was spent researching the best scheme for our school. Included with the scheme is an assessment system and textbooks for children.</p> <p>Governors discussed the Stations of the Cross art project and viewed an example piece of artwork.</p> <p>A Governor asked if it was mandatory to have a 3-year SDP. The Headteacher said it was not mandatory.</p> <p>The Chair of Governors thanked the Headteacher for the comprehensive SDP.</p>	
3	Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part two.	
3a	<p>Assessment Update</p> <p>The Headteacher distributed 2019-2020 Autumn Assessment Grid.</p> <p>The Headteacher and Governors reviewed and discussed the data.</p> <p>The Headteacher said looking at the Early Years data most children fall in the 30-50 months group. Children in the lower groups will be targeted for interventions.</p> <p>The Headteacher said he has no concerns with assessment figures for Years 1 to 5, in Year 6 reading and writing will be looked at.</p> <p>The Headteacher informed Governors that only one data collection has been used to collate the assessment figures and he expects the figures to even out with the next data collection.</p> <p>The Headteacher said he will put Autumn and Spring data on the next Assessment Grid document so Governors can compare both sets of data at the Easter GB meeting.</p>	
4.	Governors' Purpose: vision, ethos and direction, educational performance, financial performance. Part three.	
4a	Admissions Committee	

cm

	<p>The Headteacher informed Governors 187 applications for Reception have been received. 81 - first choice 42 - second choice</p> <p>52 applications have been received for Nursery.</p> <p>The Headteacher said he does not want to consider offering 30 hour nursery at the moment and will wait and see before a decision is taken.</p> <p>The follow Governor's agreed to be on the Admissions Committee: AM, EM, JR, PriyaS, HT. The Headteacher will confirm the date.</p>	JR
4	<p>AOB</p> <p>RE Adviser visit</p> <p>The Headteacher distributed a copy of the RE Adviser Visit report for Governors to review.</p> <p>The Headteacher informed Governors our RE advisor came into school to validate the RE books and carried out a learning walk across the school.</p> <p>The Headteacher said the report was very positive.</p> <p>Peer Review</p> <p>The Headteacher informed Governors a peer review was carried out on guided reading in years 2 to 6 and phonics in Reception. Headteachers from Berrymead and Dormers Wells schools carried out the review and were very complimentary about the attitude to learning, focus and friendliness of pupils. A Governor said this was a real compliment to the school and staff.</p> <p>The Headteacher said comments received during the peer review were:</p> <ul style="list-style-type: none"> - Phonics was not being challenged enough during a small group session with TA's - Year 2 - very positive whole class guided reading lesson - Ensure children have enough books - Is work being differentiated enough? <p>The Headteacher said the peer review was very positive, the report has not been received yet.</p> <p>Juniper School Uniform Shop</p> <p>The Headteacher informed Governors that he had a meeting with the owner of Juniper – school uniform shop. Juniper would like exclusivity and have asked if Governors would consider this option.</p>	

CM

	<p>A Governor asked what is the benefit to the school and parents if Juniper have exclusivity. The Headteacher said there is no real benefit, uniform prices are roughly the same at PMG and Juniper. PMG have had issues with availability of stock.</p> <p>A Governor asked if Juniper would be willing to offer a discount on uniform in order to gain exclusivity.</p> <p>The Headteacher said he would ask Juniper if they would be willing to discount and will report back to Governors.</p> <p>Confidential AOB - on separate page.</p>	JR
--	--	----

CM