

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Governing Body

Held at the school

3 November 2021

EXCL CONF

Governors Present	Foundation: Paul Mokwenye (Chair), Cecilia Amadasun, Derek Hyett Staff: Sean Flood (Headteacher), Theresa Garnett Parents: Michelle Hogan-Tricks LA: Julian Vennis (Vice Chair) Associate member: Rapture Orafu
Guests/ Observers	Aoife O'Grady (Dep Head) Judyta Ruminska, Sarah Woodhouse (Asst Heads) Rosanna Harries (Curriculum Leader) Theresa O'Hagan (School Business Manager) Louise Campion (Finance Consultant)
Apologies	Diane Porter
Clerk	Susan Moyse
Abbreviations	LAC (Looked After Children), LA (Local Authority – Hackney Council), EYFS (Early Years Foundation Stage), KS1 (Key Stage One – Years 1-2), KS2 (Key Stage Two – Years 3-6), SIP (School Improvement Partner), SDP (School Development Plan), SEND (Special Educational Needs and Disability), EHCP (Education, Health & Care Plan), CPD (Continuing Professional Development), HLTA (Higher Level Teaching Assistant), SLT (Senior Leadership Team), CAMHS (Children & Adolescent Mental Health Service), GDPR (General Data Protection Regulations), CES (Catholic Education Service), RCDOW (Roman Catholic Diocese of Westminster), SFVS (School Financial Value Standard), GLD (Good Level of Development – expected level at end of EYFS), RWM (Reading, Writing and Maths Combined)

MINUTES

Due to the pandemic, there would be no committee meetings this term. Resources and Curriculum & Standards matters had been included in the main GB agenda.

Paul Mokwenye in the chair

		ACTION
1.	Prayer, Welcome and Apologies	
1.1.	Prayer and welcome Paul Mokwenye opened the meeting at 6.30pm welcoming all present. Fr Derek Hyett led the governors in prayer.	
1.2.	Apologies Diane Porter had sent apologies for absence.	
1.3.	There were no declarations of interest in items on this agenda.	
1.4.	Governors were asked to complete the register of business/ pecuniary interest.	Clerk to send reminder
	Agreed to vary the order of the agenda and take the finance items first.	
2.	Financial Reports	
2.1.	Budget monitoring 2021-22	

	Louise Campion and Therese O'Hagan referred to the Period 6 (September 2021) reports as circulated. Governors had the opportunity to review the reports before the meeting. They noted the following changes made since the last report:	
	<ul style="list-style-type: none"> • £37k additional income received under I08, I11, I12 and I18 • £59k additional expenditure under E01, E13, E19 and E26 (sick cover supply) • Forecast surplus reduced to £42.5k (previous meeting forecast £65k) 	
2.2.	School Fund	
	Noted that the income forecast for headteacher-generated income would fall. This was traditionally paid into the school fund and transferred to the main official account. Therefore the forecast surplus would likely fall to £32k. Governors noted with gratitude that headteacher-generated income had covered the cost of the library/ arts room refurbishment.	
2.3.	Financial policies	
	<p>Agreed to adopt the following:</p> <ul style="list-style-type: none"> • School Financial Procedures • Terms of reference – see below • Whistleblowing policy • Asset register 	
	The Chair thanked LC and TO'H for their helpful reports. They left the meeting at 6.45pm.	
3.	Governing Body Organisation	
3.1.	Agreed to have a one year term of office for chair and vice chair, to be selected by an election on show of hands.	
3.2.	The clerk took the chair and called for nominations for a chair of the governing body. Nominations had also been sought by email before the meeting. Paul Mokwenye was nominated. There were no other nominations. PM left the room. On a show of hands, governors agreed that Paul Mokwenye chair the governing body until the first meeting of the school year 2022/23. PM returned and took the chair.	
	The Chair called for nominations for a vice chair of the governing body. Nominations had also been sought by email before the meeting. Julian Vennis was nominated. There were no other nominations. JV left the room. On a show of hands, governors agreed that Julian Vennis be vice chair of the governing body until the first meeting of the school year 2022/23. JV returned.	
3.3.	Membership The current membership had been circulated to all governors. The foundation vacancies were noted.	
3.4.	Committee Terms of Reference and Membership The Committee terms of reference and membership were agreed as circulated.	
3.5.	Code of Conduct The CES Code of Conduct had been circulated in advance of the meeting. It was agreed to adopt it.	
3.6.	Link Governors Agreed to set up a Marketing Working Group . Governors could express an interest in joining (AO'G, SW, MHT, PM – if available)	Deputy Head to co-ordinate
3.7.	Chair's Action	
	The Chair and Vice Chair explained that while this would be the Headteacher's last meeting before his retirement, there would be a farewell event later in the term. They acknowledged that the transition could be an emotional time for the school community given that the Headteacher had	

	been in post for close to 3 decades. They assured the governing body that their work around temporary recruitment was being closely guided by both the Diocese and Hackney Education. The recruitment process to the permanent role would involve all governors and be under the national procedures.		
4.	Minutes		
4.1.	Governors agreed the accuracy of the minutes of the 5 May 2021 meeting.		
4.2.	Matters arising (not covered elsewhere) Matters arising from the confidential minutes are noted under confidential business.		
4.3.	Chair's action See note 3.6 above.		
5.	School Reports		
5.1.	Headteacher's report		
	The Head referred to his final written report and appendices which had been circulated for governors' consideration in advance of the meeting. He highlighted in particular:		
a	Premises		
	Noted that First Aid certificates were required following the staff training.		RO
b	Curriculum/ outcomes/ standards		
	Gaps from lockdowns were taking longer to fill than had been hoped. There was a similar picture across London's schools. Younger children were worst affected. The school was therefore enriching the curriculum this term with more visits / visitors etc.		
	Reading was a particular focus with increased investment in books – starting with KS1 and KS2 to follow. A new rigorous, easy-to-use systematic synthetic phonics teaching programme had been introduced –Floppy's Phonics. Phonics was a longstanding strength in this school.		
	The new Reading & Arts Centre , named in honour of the late Derek Vitali, was in use in the unused nursery block. It was very popular - parents were using the space to share reading with their children.		
c	SIP Report and SEF		
	The summer (3) report showed that the SIP judged the school to be 'Outstanding'. The SEF had been circulated and was on the website.		
d	SEND		
	Assistant Head, Sarah Woodhouse, referred to the written report (as circulated) and explained that the overall numbers had fallen following a detailed review of every child's needs. She was meeting with class teachers regularly to discuss progress of children with SEND and plan their provision.		
e	Safeguarding		
	The Vulnerable Pupils Group was meeting at least half-termly and reviewed every single child in the school. Staff had been trained and reminded about the updates to Keeping Children Safe in Education (September 2021) – the link had also been circulated to governors. Governor training was discussed at this point and later in the meeting. The meeting noted the numbers of safeguarding referrals etc. CPOMS was very efficient and helpful in recording concerns.		
f	Church Life		
	Thanks to Fr Derek Hyett for leading beautiful Masses.		
g	Admissions, Attendance and Roll		
	The school was full other than in Reception (19 children). There was no Nursery class this year. Almost all local community, Catholic and Church of		

	England schools were facing similar numbers. Attendance was at 95% and improving as the term progressed.	
h	Parents, Community and Visits etc.	
	Black History Month included Black Tennis History and a special Ghana day. Parents Consultation had been a great success with 100% attendance.	
i	Conclusion	
	In concluding his 103 rd report to the governing body, the Head paid tribute to the governors, the current and former chairs and the vice chair, thanking them for their support and service to the school and its children.	
6.	Reports from Committees, Working Parties and Link Governors	
	There had been no committee meetings since the last full governing body meeting. Committees would be re-convened after the Covid19 crisis. There were no other governor reports.	
7.	Policies and Other Documents	
	Governors agreed the following policies as circulated:	
7.1.	Pay Policy	
7.2.	CES Employment Policies <ul style="list-style-type: none"> • Discipline • Grievance • Sickness • Capability • Appraisal 	
8.	Briefing Papers	
	Governors had all received links to the following documents.	
	<ul style="list-style-type: none"> • Governance Handbook https://www.gov.uk/government/publications/governance-handbook • Competency Framework Link as above • KCSIE - Keeping Children Safe in Education https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 	
9.	Governor Training	
	The governing body noted the training on offer from the Diocese, Hackney Education and other providers which had been emailed to all governors. Governors were reminded that costs would be met by the school and, because there was a bulk purchase arrangement in place, they were encouraged to attend the Hackney courses in particular. Noted that the school subscribed to Safeguarding Pro (Andrew Hall) which included an online governor training offer. Agreed i. If available, governors to attend online safeguarding training (available 1 st December with Hackney Education) and ii. Judyta Ruminska to make arrangements for governor training next term	All gobs to attend training, incl safeguarding training JR to organise a session in the spring term
10.	Any Other Business	
	Governors were invited to view the new reading and arts area, sited in the nursery building.	
11.	Dates for Governing Body and Committee Meetings	

Noted: 9 February 2022 and 4 May 2022 An additional meeting could be called to discuss the headship arrangements.	
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Confidential business was minuted separately. The Chair closed the meeting at 7.45pm with thanks and good wishes to all. Governors visited the new library area, hearing about families using the room and were most impressed with the changes.

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse
smoyse65@gmail.com