

THE ST JOSEPH AND ST THOMAS MORE CATHOLIC PRIMARY FEDERATION

**MINUTES OF THE MEETING OF THE GOVERNING BODY HELD IN THE SCHOOL ON
FRIDAY 15 MARCH 2019 AT 1.00PM**

Present:

Mr D Edwards (Chair), Mr L Addison-Smyth, Mr M Blake, Professor S Clark,
Mrs S Clarke (Headteacher), Mrs P Conway, Reverend C Hayden, Mrs H Haywood, Ms C Lawlor,
Mr P Norman, Mr C Savage, Mrs J Smith, Mr C Tate and Mrs S Walmsley

Also present:

Mrs J Nicholson, Clerk to the Governing Body

The meeting was opened with a prayer

Action by

<p align="center">29</p> <p>Introduction and Welcome to New Governors</p>	<p>The Chair introduced and welcomed Mr M Blake and Professor S Clark, new Parent Governors, Mr C Savage, new Foundation Governor and Mr C Tate, new LA Governor to their first Governing Body meeting.</p>	
<p align="center">30</p> <p>Apologies for Absence</p>	<p>Governors received and considered a number of apologies for absence.</p> <p>AGREED:</p> <p>THAT the following apologies for absence were received and accepted:</p> <ul style="list-style-type: none"> • Mrs M Clark • Mrs L E Donachie 	
<p align="center">31</p> <p>Declarations of Interest</p>	<p>The Clerk invited Governors to declare any personal interests in agenda items at this or any point during the meeting.</p> <p>There were no declarations of interest recorded at this meeting.</p>	
<p align="center">32</p> <p>Minutes</p>	<p>Governors received and confirmed the minutes of the Autumn Term full Governing Body meeting held on 2 November 2018, which were signed by the Chair as a true record. Minutes of Committee meetings held during the Autumn Term were received as follows:</p> <p>Curriculum and Standards Committee held on 6 November 2018 (tabled at the meeting) Finance, Premises and Grounds Committee held on 6 November 2018 (tabled at the meeting)</p>	

	First / Pay Review Committee held on 25 January 2019 (minutes were tabled then collected back in by the Clerk).	
33 Matters Arising	<p>Mr Addison-Smyth updated Governors on the key points that were discussed at the Finance, Premises and Grounds Committee meeting, as outlined in the minutes.</p> <p>An overview of the discussions which had taken place at the Curriculum and Standards Committee meeting was provided. The variability in cohort attainment at St Joseph's was highlighted, however the good progress which had been made was noted. Attainment was above average at St Thomas More however St Joseph's current Y6 cohort would struggle to meet national average.</p> <p>Approval of the Committee Terms of Reference and the updated policies were noted. Mr Addison-Smythe agreed to be Link Governor for Looked After Children.</p> <p>The Action Points relating to the Autumn Term 2018 full Governing Body were received.</p> <p>It was confirmed that all actions were completed.</p>	
34 Chair's Action	It was reported that no action had been taken under the Chair's emergency powers since the last meeting.	
35 Headteacher's Report	<p>The Headteacher presented her report to Governors and the following areas were highlighted:</p> <p>School Roll An overview of the current school numbers was provided. The falling roll was a concern and had impacted budgets at both schools. Looking at the September intake, there were currently 13 pupils with St Joseph's as first choice (PAN 22) and 8 pupils for St Thomas More (PAN 17).</p> <p>Attendance data had been included and a year by year percentage figure had been provided as well as a class overview. The one pupil who had been too unwell to attend school had impacted on data at St Thomas More. A Governor queried what the attendance should be and the Headteacher confirmed the target figure was 97% and currently St Joseph's was 95.6% and St Thomas More 95.8%.</p> <p>Pupil movement had impacted data at St Joseph's and the monitoring systems in place, for those pupils who fell below 85%, were outlined.</p>	

The various initiatives which had been implemented to improve attendance were outlined and remained a focus area across the federation.

Mrs Clarke left the meeting and Mr Norman took over the presentation of the report

Educational visits, which had taken place during the term, were shared. It was noted that the pupils in Y5 at St Joseph's had arranged fundraising events to enable them to go on a theatre trip to see War Horse at Sunderland Empire.

Health and Safety

A pupil had fallen and broken their arm at St Thomas More.

A Governor asked for clarity on the letter received regarding parents being abusive to teaching staff. Mr Norman explained it was a gentle reminder to parents that, should they not comply with school policies and procedures, they could be excluded from the school site.

Staffing

An update on staffing was included in the report along with staff development opportunities which had taken place during the Autumn and Spring Term.

Teaching and Learning

Observations had taken place across both schools and 100% of teaching was either good or outstanding.

Subject monitoring had taken place and a recent work scrutiny by the EDP confirmed progress was being made as evidenced throughout all books which had been evaluated.

A comparison of pupil attainment using iTrack was included. Mr Norman talked Governors through how the comparisons were made from Point A (Autumn 2017) to Point B (Autumn 2018). Data would be discussed in greater depth at the next Curriculum and Standards Committee meeting.

Updates from subject leaders of PE at both schools had been included in the report and the various activities, competitions and festivals which pupils had taken part in were highlighted.

Reporting

There had been two exclusions at St Joseph's during the Spring Term and a Governor asked how long the exclusion would normally be. It was explained that the time of the exclusion depended on the nature of the incident and on this occasion both incidents related to one pupil and were for a 1 day and 3 day fixed term period.

	<p>The two e-safety incidents at St Joseph's related to mobile phone usage and this had been addressed through the curriculum.</p> <p>CPOMS data for both schools, which was broken down into category, had been shared with Governors.</p> <p>Parent Pupil Consultations had taken place during the Autumn Term and had been well attended. SATS information sessions had also taken place for parents of pupils in Y2 and Y6.</p> <p>The high proportion of pupils with EAL at St Joseph's was noted. Currently just over 50% of pupils in Reception were EAL and the EAL Team were working with St Joseph's to help meet the needs of pupils who were new to learning English.</p>	
<p>36 LA Monitoring & Intervention for Improvement</p>	<p>The Headteacher confirmed both schools monitoring levels were 2 but would receive T3 support within the Local Authority's Scheme for Monitoring and Intervention for Improvement.</p> <p>The increased support was to assist the new Senior Leadership Team across both schools.</p> <p style="text-align: center;">Mrs Clarke re-joined the meeting</p>	
<p>37 School Funding Update</p>	<p>Governors received and noted an update from the School Funding Team which included information on the following:</p> <ul style="list-style-type: none"> • Mainstream Formula Funding • Budget Setting • Early Years Funding • Leasing • Value Added Tax • Invoice Payments • Schools Financial Value Standard (SFVS) • Financial Procedures Manual 	
<p>38 Budget Update – ORACLE Statement</p>	<p>The Headteacher referred to the Oracle Statements for the period up to January 2019 and provided an update regarding the current budget position. Both schools were currently looking to be in a budget deficit for the next academic year and savings were being made wherever possible as a deficit budget could not be set. The Chair explained to Governors how the increased staffing costs and falling school rolls had impacted on the budget and the requirement to make savings moving forward.</p>	

<p>39 Monitoring Link Governor Reports</p>	<p>Governors reported on recent monitoring visits to the school as follows:</p> <ul style="list-style-type: none"> • Mrs Walmsley had been into St Joseph's to look at the PE provision and had produced a health check report which could be used as Ofsted evidence. During the visit the Sports Premium Funding had been discussed and an overview of how the money had been spent had been provided. Mrs Walmsley was also on the OPAL Committee and she explained how the scheme worked to Governors. • Mr Addison-Smyth had carried out a monitoring visit for SEND at St Joseph's and Mrs Conway was to arrange a visit with St Thomas More during the Summer Term. <p>A monitoring programme was to be compiled and would be shared with Governors in due course.</p> <p>Further discussion on each Governor having a school email address took place – this was to be explored further.</p> <p>AGREED ACTION:</p> <p>THAT written reports be forwarded to the Headteacher for inclusion in the Governing Body pack.</p>	<p>Monitoring Link Governors</p>
<p>40 Membership of the Governing Body</p>	<p>The Clerk reported that there were currently no vacancies on the Governing Body.</p>	
<p>41 Committee Terms of Reference</p>	<p>Governors had agreed to adopt the recommended Committee Terms of Reference which had been circulated previously.</p>	
<p>42 Appointment of Link Governor for GDPR</p>	<p>Mr Tate agreed to be Link Governor for both GDPR and the school website.</p>	
<p>43 Governor Training Feedback and Impact</p>	<p>The following Governors reported on training they had recently undertaken</p> <ul style="list-style-type: none"> • Mrs Conway had attended training on SEND which outlined governor Responsibilities and would assist her in her role as Link Governor for SEND. 	

	<p>ASP training was to be arranged for Governors along with Ofsted training. New Governors were advised to book themselves on to Induction Training.</p>	
<p>44 School Issues</p>	<p>Internal Financial Audit Report (St Thomas More) A copy of the Internal Financial Audit Report for St Thomas More had been circulated. Governors were advised that some of the highlighted actions had already been completed as outlined in the Finance, Premises and Grounds Committee Minutes which had taken place on 6 November.</p> <p>Governor Code of Conduct The Governors Code of Conduct had been circulated and was adopted by Governors.</p> <p>Schools Moving Forward – updates The Chair updated Governors on the current budget deficit position of both schools and provided an overview of how the deficits had occurred.</p> <p>Governors discussed in depth the possible options moving forward and would make a decision once all avenues had been explored and a clearer picture was available to them.</p>	
<p>45 Governance Update</p>	<p>Governors received the Governance Update briefing paper which included information on a range of national and local issues including:</p> <ul style="list-style-type: none"> • Ofsted Annual report • Year 4 Multiplication Tables Check • Section 128 Check • Advice and Clerking Service Level Agreement (SLA) • New Governor Information • Chair Email Addresses • Governor Conference 2019 • Online Training • Chairs’ Briefings <p>AGREED ACTION:</p> <p>(a) THAT the Curriculum and Standards Committee be delegated responsibility to monitor and implement plans for Year 4 multiplication tables assessment;</p> <p>(b) THAT the relevant Committee ensured all statutory policies and documents were in place and had been reviewed in accordance with the recommended advice;</p>	<p>Curriculum and Standards Committee</p> <p>Governors</p>

	<p>(c) THAT the Governing Body gain assurance from school leaders that there were appropriate systems in place to ensure that former employees and Governors did not have access to the school's systems;</p> <p>(d) THAT the Governing Body request the Headteacher ensure all prospective Governors were checked against Section 128 prior to appointment;</p> <p>(e) THAT the Chair contact the Clerk if they had not received their Chair's email address;</p> <p>(f) THAT Governors contact SGSS to reserve places for the Governor Conference;</p> <p>(g) THAT the Training and Development Link Governor confirmed buy back of the NGA online training and/or membership packages;</p> <p>(h) THAT the Chair and Vice Chair, or another Governor, attend the termly Chairs' Briefing.</p>	<p>Governing Body</p> <p>Headteacher</p> <p>Chair</p> <p>All Governors</p> <p>Training and Development Link Governor</p> <p>Chair/ Vice Chair</p>
<p>46 Report of the Schools Advice and Support Team</p>	<p>Consideration was given to a briefing paper from the Schools' HR Advice and Support Team which provided information on the Attendance Management Policy training sessions, new and updated policies and guidance documents and E-Learning opportunities for school staff.</p> <p>Following discussion, the Governing Body adopted the following policies for use in school:</p> <ul style="list-style-type: none"> • Resolution Policy • Flexible Working Policy • Confidential Reporting Code • School Code of Conduct Policy • School Disciplinary Policy • School Capability Policy for Support Staff • Teacher Capability Policy. <p>AGREED ACTION:</p> <p>(a) THAT Governors attend the Attendance Management Policy training where appropriate;</p> <p>(b) THAT the Headteacher and/or a representative responsible for managing sickness absence attend the Attendance Management training;</p> <p>(c) THAT the Headteacher was requested to consider the policies for use in school;</p>	<p>Governors</p> <p>Headteacher/ School Representative</p> <p>Headteacher</p>

	(d) THAT the Headteacher make staff aware of the agreed policies and guidance document.	Headteacher
47 Empowering the Voice of the Child and Young Person	<p>Governors received the briefing paper regarding empowering the voice of the child and young person which included the research undertaken by Education Durham, the findings and next steps.</p> <p>AGREED ACTION:</p> <p>THAT the Curriculum and Standards Committee be requested to use the questions detailed in the briefing paper when evaluating the effectiveness of pupil voice in school.</p>	Curriculum and Standards Committee
48 Ofsted Inspection Update	<p>Governors noted the briefing paper regarding revisions to the documentation used by Ofsted prior to and during inspections and some areas of current focus and ongoing inspection developments.</p> <p>In addition, forthcoming changes and reforms relating to electronic evidence gathering and the 2019 New Inspection Framework which takes effect from 1 September 2019 were noted.</p> <p>AGREED ACTIONS:</p> <p>(a) THAT the Training and Development Link Governor ensured Safeguarding training was up to date;</p> <p>(b) THAT the Curriculum and Standards Committee were familiar with the 2018 Inspection Data Summary Report (IDSR) and ensured self-evaluation was cognisant of the key issues raised for the school and that these inform school self-evaluation, improvement planning and Governor monitoring;</p> <p>(c) THAT the Governing Body/Curriculum and Standards Committee ensured the school's curriculum intent was clear, well-articulated and transparent and that Senior Leaders were held to account for the implementation and impact;</p> <p>(d) THAT the Pupil Discipline Committee ensured that robust processes were in place to monitor and challenge the removal of pupils from the school roll;</p> <p>(e) THAT the Governing Body plan time to look at the proposals for the new Inspection Framework and participate in the consultation;</p>	<p>Training and Development Link Governor</p> <p>Curriculum and Standards Committee</p> <p>Governing Body/ Curriculum and Standards Committee</p> <p>Pupil Discipline Committee</p> <p>Governing Body</p>

	(f) THAT the Governing Body receive training related to the new Inspection Framework.	Training and Development Link Governor
49 Updated Statutory Requirements for School and Academy Websites	<p>Governors noted the briefing paper regarding updated statutory requirements for school and academy websites.</p> <p>The briefing paper confirmed that there was no required style or layout for a school website, however ease of use and the quality of the material posted contribute to a sense of the quality of leadership and management of the school.</p> <p>AGREED ACTIONS:</p> <p>(a) THAT the Monitoring Link Governor for the school's website ensured that website security and quality assurance were in place to ensure the website was regularly reviewed, updated and remains compliant;</p> <p>(b) THAT the Governing Body ensure that school leaders were held accountable for the quality of website communication in relation to their area of responsibility;</p> <p>(c) THAT the Governing Body ensure that, when requested, paper copies of information on the school's website were easily available free of charge.</p>	<p>Monitoring Link Governor</p> <p>Headteacher</p> <p>Headteacher/ Governing Body</p>
50 Date of Future Meetings	<p>AGREED ACTIONS:</p> <p>(a) THAT the Governing Body agreed the following dates for meetings of the full Governing Body:</p> <p>Summer Term 2019: Friday 14 June at 1.00pm</p> <p>Autumn Term 2019: Friday 18 October at 1.00pm</p> <p>Spring Term 2020: Friday 13 March at 1.00pm</p> <p>(b) THAT the Governing Body agreed the following dates for Committee meetings:</p> <p>Finance and Premises Committee: 4 April at 8.30am 27 June at 8.30am 7 November at 8.30am</p> <p>Curriculum and Standards Committee: 25 June at 8.30am 5 November at 8.30am</p>	

There being no further business the meeting closed at 4.00pm